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MAINE STATE GOVERNMENT ANNUAL REPORT 1984-1985

A Compilation of
Annual Reports of
State Departments and Agencies

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1985

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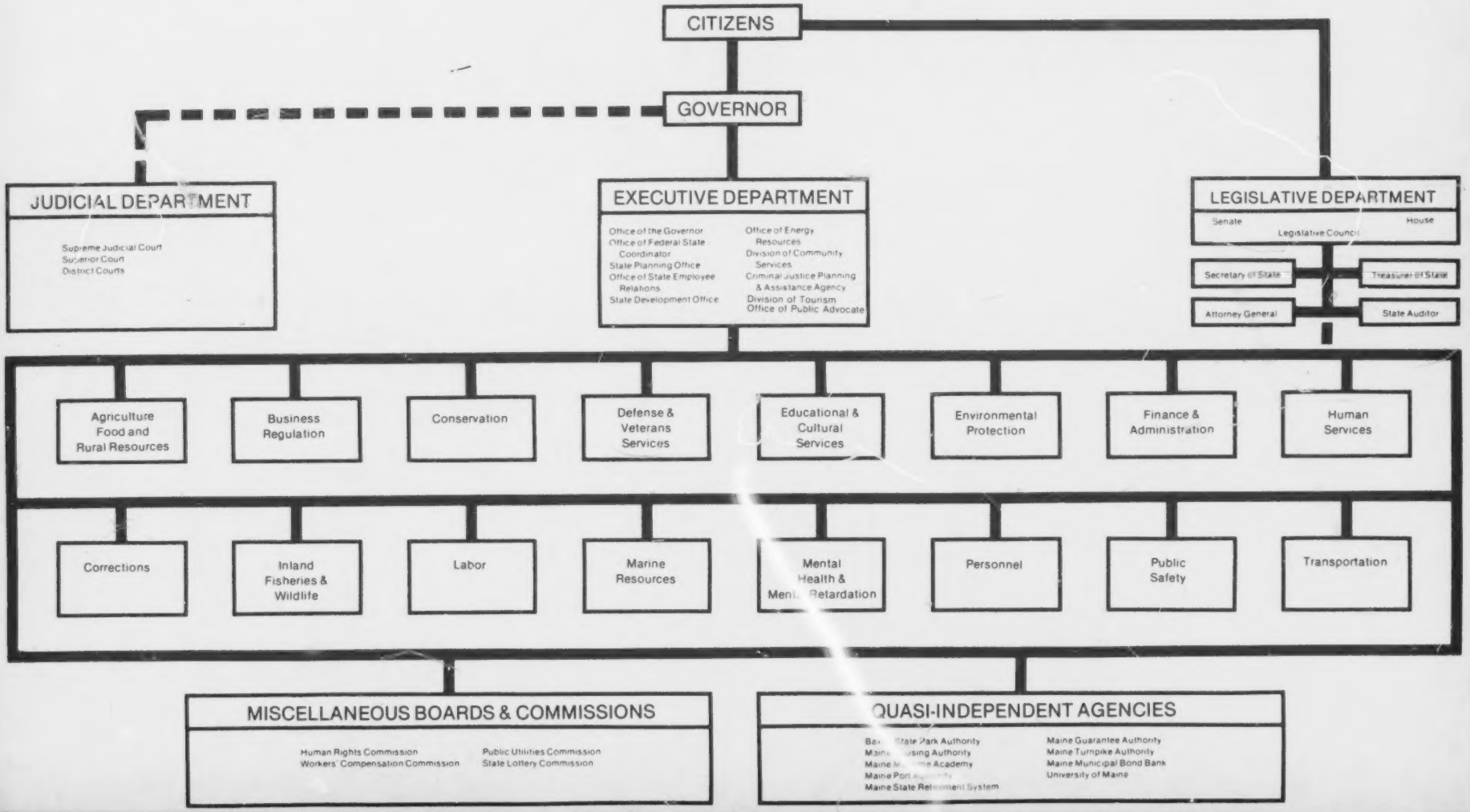
The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

MAINE STATE GOVERNMENT ANNUAL REPORT 1984-1985

Joseph E. Brennan
Governor of Maine

STATE OF MAINE
ORGANIZATION CHART OF STATE GOVERNMENT
Based on Elective or Appointive Line of Authority

Major State Agencies



FOREWORD

The *Maine State Government Annual Report* is compiled and published by the Bureau of the Budget on behalf of the Governor pursuant to the Maine Revised Statutes, Title 5, Chapter 3, Sections 43-46. It documents, in convenient reference form, the administrative and financial structure, activities and accomplishments of the agencies of the State Government. In accordance with legislative intent, it replaces a profusion of costly annual or biannual reports independently published by State departments and agencies, and it establishes a new accountability with respect to many agencies, boards and commissions not previously subject to reporting requirements.

This *Maine State Government Annual Report* reflects the scope and diversity of Maine State Government operations during the fiscal period covered by this report. The mass of reports accumulated by the Bureau of the Budget have been edited and revised as necessary to conform to statutory requirements and the overall report concept.

Individual reports of departments, their principal subdivisions, and other agencies generally feature seven basic elements of construction, as follows:

1. Identification Summary
2. Purpose
3. Organizational Background
4. Program
5. Licenses, Permits, etc.
6. Publications
7. Finances, Fiscal Year

This form of construction is used wherever possible in all reports. However, in view of certain inconsistencies and questions which may arise concerning nomenclature, the following discussion of terms and report construction may be of assistance to the serious reader.

IDENTIFICATION SUMMARY. This section "headlines" the report of each agency and serves to identify the agency, its executive officers, central office location and telephone number. Specific items appearing in the agency heading, which may require some interpretation, include the following:

Established: This is usually the year in which the agency was created as a statutory or administrative entity, despite a subsequent change of name. If at some point in time, the agency experienced a major reorganization in terms of administrative structure, purposes or functions, the year in which this occurred is considered the year established.

Sunset Review Required by, or, Sunset Termination Scheduled to Start by: This date is established by the "Maine Sunset Act" found in 3 MRSA Section 501-511. It is assumed that such review, or scheduled start of termination has been, or will be, implemented as of the date which appears in the Act. As dates in the Act are repealed, replaced or amended by the Legislature, this data element will reflect such change.

Reference:

Policy Area. There are 8 broad areas of emphasis under which all activities of State Government are categorized. Each organizational unit reported in the Maine State Government Annual Report, the State Budget Document, and the Maine State Government Reference Manual is assigned to the Policy Area which most appropriately identifies the prevailing nature of its legislation.

Each of the 8 Policy Areas has been assigned a name and a 2-digit number as follows:

00 General Government	04 Manpower
01 Economic Development	05 Natural Resources
02 Education and Culture	06 Public Protection
03 Human Services	07 Transportation

Umbrella. In order to make the list of some 470 organizational units manageable, they have been classified by the relationship between them. This was done by two criteria:

a) Each State *Department, the (Office of) Commissioner of Personnel, the Public Utilities Commission, Maine Maritime Academy, and the Board of Trustees University of Maine* was assigned a different *2 digit number* and each unit which was, by law, determined to be a part of one of these was assigned to *that 2 digit* "umbrella" number. Thus all units carrying an "01" *in front of their 3 digit unit number* are part of the Department of Agriculture, for example.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

01 Department of Agriculture, Food and Rural Resources
02 Department of Business, Occupational & Professional Regulation
03 Department of Corrections
04 Department of Conservation
05 Department of Educational and Cultural Services
06 Department of Environmental Protection
07 Executive Department
08 Department of Finance and Administration
09 Department of Inland Fisheries and Wildlife
10 Department of Human Services
12 Department of Labor
13 Department of Marine Resources
14 Department of Mental Health and Mental Retardation
15 Department of Defense and Veterans Services
16 Department of Public Safety
17 Department of Transportation
26 Department of Attorney General
27 Department of Audit
28 Treasury Department
29 Department of The Secretary of State
30 Legislative Department
40 Judicial Department
60 (Office of) Commissioner of Personnel
65 Public Utilities Commission
75 Maine Maritime Academy
78 Board of Trustees University of Maine

b) The many independent units—*not* a part of the umbrellas listed above—were assigned *to one of 5 two digit umbrella numbers* which helped to classify the units in terms of the prevailing nature of their statutory or other authority or relationship to State Government. Thus umbrella "90" identifies those that "Regulate", "92" those that "Advise", etc.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

90 Independent Agencies—Regulatory
92 Independent Agencies—Advisory
94 Independent Agencies—Other
98 Independent Agencies—Interstate Compact
99 Independent Agencies—Not Part of State Government

Unit. Each State Government organizational unit created by the Constitution, Statute or Private and Special Law has been assigned a different *three (3) digit number.* Each unit created by Legislative Order, by Judicial Order, by Executive Order of the Governor—or, in a few cases, by other acceptable authority—has been assigned its *parent's 3 digit unit number* PLUS *a letter.*

Unit Citation. Reported here is the legal citation which created the organizational unit. When one locates this citation in the appropriate document, one should find additional data relating to its purpose, authority and membership close by. If such a citation appears in the Statutes, that is the entry used since it has closer proximity to additional meaningful data than, for example, a Constitutional citation.

Average Count—All Positions and **Permanent Legislative Count.** One, both or neither of these items may appear in the heading, depending on whether or not the information was provided in the agency's original report. Where neither are included, the agency generally has no paid employees. The *Average Count—All Positions* as reported by the agency is the average count of employees on the payroll of the agency, paid out of any and all funds. The *Permanent Legislative Count,* where applicable, is the number of permanent positions reported by the agency as authorized to it in the Appropriation Acts, passed by the Legislature for the time frame covered by this Report. In general, an average count which exceeds Legislative count may usually be attributed to contractual or federally-funded positions which do not require Legislative approval.

Organizational Units. Listed under this heading are all organizational units, both statutorily and administratively-created, which are an integral part of the agency. Most of these organizational units are either discussed in the accompanying text or are presented separately in a suc-

cessive report.

PURPOSE: This is a brief expression of the agency's overall objective, purpose or mission. Any revision was based insofar as possible on the original statement of the agency as contained in its report but modified to make the sentence structure more continuous. This section also outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt to state the full extent of any agency's powers and duties which are often interspersed throughout the law. One interesting aspect of the laws relating to the Executive Branch is that the statutes seldom confer powers of the State upon administrative units, but rather upon administative officials. This is reflected in many reports where a department or agency created by statute is indicated as functioning solely through the authority vested in its executive head. There are some reports, however, where this distinction is not noted.

ORGANIZATION: It is characteristic of the State Government to exist in an organizational flux as it is modified and altered by each successive Legislature and each Administration to meet contemporary needs for programs and services. This section offers some clarification of the past and present administrative position of each principal agency in the hierarchy of Maine State Government in an effort to minimize confusion caused by name-changing, establishment, abolishment, transfer and merger of agencies and their subdivisions. While such organizational shuffling has occurred since Maine became a state in 1820, it may be observed that two major reorganizations have tended to shape the State Government of today, one taking place in 1931 and the other, just recently, in the period from 1971 through 1973. Their impact on the organizational development of each agency is highlighted in this section along with other significant administrative and organizational details. The organizational background information is based upon that contained in original agency reports, but greatly expanded and authenticated through use of the *Maine Revised Statutes Annotated, 1964,* as amended, the *Public Laws of the State of Maine,* and *Agencies of Government, State of Maine, 1820-1971,* published by the Maine State Archives.

PROGRAM: Although the identification, administration and organization of State agencies are significant to the purposes of this report, an account of their specific activities and accomplishments during the past fiscal year is fundamental. It is intended that the program of each agency be reproduced essentially as authorized in its original report; however, various standard editing policies have become necessary. Material presented in an outline or catalogue format was rewritten in narrative form; reference to particular personalities and strong editorial comment were deleted as were vigorous pleas for increased funding and additional personnel; acronyms were researched and, wherever possible, their representations substituted; abbreviated or improper agency and institution names were corrected; and other grammatical and remedial changes were made as necessary to promote maximum clarity and readability and maintain a factual, objective approach without altering the context of the original material.

At the departmental level, the program summary generally consists of a broad review of overall departmental activity, with details provided in the reports of component organizational units which follow. Several departments are unique in that they embrace a number of somewhat autonomous units under the general administrative direction of an executive head. In such instances, the department's program summary may be comprised solely of the reports of its component units.

LICENSES, PERMITS, ETC.: Many state agencies issue licenses, permits, registrations or certificates. This heading is an attempt to assemble such information in a broad-interest document.

PUBLICATIONS: This section provides an opportunity for an agency to make known additional information concerning its programs and products, by listing its available publications.

FINANCES, FISCAL YEAR: Financial data relating to agency operations during the past fiscal year displays all agency expenditures by category and type of fund.

This data is generated from the Bureau of Budget's computer-based *PLA-BAC* system supplemented by data not included in the State's accounting system or not carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine

and the Maine Maritime Academy. Data relating to enterprise-type accounts reflects only those expenditure elements which are included in the work program process.

Expenditures of the agency are indicated by fund and line category detail in general accordance with the State's accounting system. Some categories are split and some are combined in an effort to meet what is interpreted to be the intent of the Annual Report law.

The chief administrative unit of each department-type umbrella will have two financial displays: one which records the summary of all expenditures for the umbrella; and one for those expenditures relevant only to the operation of the chief administrative unit.

Since the *PLA-BAC* system deals with "rounded" whole dollars some small dollar differences will exist between this report and the Financial Report issued by the State Controller.

• • • •

This *Maine State Government Annual Report* is the culmination of a joint effort to produce an understandable documentation of the structure and operations of Maine State Government during a particular year in its history. It has been an attempt to create a factual, objective and definitive reference of permanent value in a manner, hopefully, in keeping with the spirit and intent of the law and in the interests of promoting greater comprehension of the workings of the State Government and its responsibility and responsiveness to the public it serves. How closely this report achieves these objectives is left to the judgement of those who will use it.

THE EDITOR

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GUIDE TO ORGANIZATIONAL UNIT CHANGES:
Abolishment, Creation, or Renaming

Organizational units of Maine State Government are not static entities. As time passes decision-makers readjust unit structures to reflect new missions, or the completion of a unit's usefulness. Thus, some units are dissolved or become inactive, and others are created, renamed, or occasionally, combined. Hopefully the following listings will aid in tracing the organizational lives of those recently altered units, and through the umbrella/unit number provide the key for background research in previous documents.

Organizational Units Recently Abolished. The repeal of an authorizing or creating citation does not necessarily imply that the performance of a unit's functions and responsibilities have ceased altogether. Several actions could have transpired. For examples, the services may still be performed by administrative direction, or the Legislature may have reassigned the functions.

Still other units may have been created with an established life span as a component of their authorizing legislation.

Organizational Units Which Were Inactive During the Report Period. These units, though inactive during the reporting period, are listed in the index and table of contents.

Organizational Units Whose Names Have Been Changed. These units will be in the index by the new name, umbrella and unit number.

Organizational Units Which Have Been Recently Created. These units will be included in this section if the unit became operational during the report year; or if it was created during the year but did not become effective until the following fiscal year (90 days after the close of the Legislative session for example.)

The following listings are irrespective of the Sunset Law which has established termination and/or review dates for the majority of Maine State Government units. The assigned Sunset date will be found in the heading of each unit as appropriate.

ABOLISHED ORGANIZATIONAL UNITS

UM-Unit	*Name*	*Act*	*Citation*
01-001A	Division of Animal Welfare	PL 1983 CH 308	7 MRSA 3
01-021	Animal Welfare Advisory Board	PL 1983, CH 308	17 MRSA 1216
02-091	Maine Advisory Council on Vocational Education	Exec Order #7, FY 85	Exec Order #7 FY 69
05-079	Indian Scholarship Committee	PL 1985, CH 318	20A MRSA 12403
07-102Q	Governor's Commission on Mental Health Manpower Development	Exec Order contained expiration	Exec Order #7 FY 79
07-102R	Maine Vacation-Travel Council	PL 1983, CH 477	Exec Order #10 FY 79
10-161	Governor's Committee on Children and Youth	Legislation not renewed	P&S 1975, CH 90
14-191A	Division of Administrative Services (MH & MR)	(Dept. Decision)	34 MRSA 1
14-191E	Education and Manpower Development Office (MH & MR)	(Dept. Decision)	34B MRSA, 1204
14-191S	Division of Program Services (MH & MR)	(Dept. Decision)	34 MRSA 1
17-247	Bureau of Construction (Transportation)	(Administrative Decision)	23 MRSA 4206
92-405	Board of Visitors—Governor Baxter School for the Deaf	PL 1983, CH 459 §5	34 MRSA, 41
94-048	Maine Vocational Development Commission	PL 1985, CH 497 §20	26 MRSA, 1261

NEWLY CREATED OR RENAMED ORGANIZATIONAL UNITS

Um-Unit	*Name*	*Act*	*Citation*	*Date*
01-021	Animal Welfare Board	PL 1983, Ch 308	17 MRSA 1051A	3-01-84
02-371	Nursing Home Administrators Licensing Board	PL 1985, Ch 223	(Name Change)	
03-220	Downeast Correctional Facility	PL 1983, Ch 861	34A MRSA 3901	9-19-84
05-478	Advisory Committee on Early Elementary Education	PL 1983, Ch 859	20A MRSA 260	12-20-84
07-102C	Maine Business Advisory Council	Exec Order #4 FY 85		10-18-84
07-102D	Maine Council on Vocational Education	Exec Order #7 FY 85		2-21-85
07-102I	Coastal Advisory Committee	Exec Order #12 FY 84		6-12-84
07-102L	Advisory Committee for the Development of a Rail Transportation Policy for the State of Maine	Exec Order #11 FY 84		6-01-84
08-123A	Contract Review Committee	Exec Order #9, FY 84	(Name Change)	
10-144N	Office of Health Planning and Development	(Administrative Decision)	(Name Change)	
14-191P	Division of Data and Research (MH&MR)	(Administrative Decision)	(Name Change)	
17-229H	Office of Human Resources (HS)	(Administrative Decision)	(Name Change)	
17-229I	Office of Public Information and Mapping (DOT)	(Administrative Decision)		
29-250C	Commercial Vehicles and Reciprocity Division (Sec. of State)	(Administrative Decision)		
30-263J	Special Commission to Study the Implementation of Educational Reform	PL 1983, Ch 859	20A MRSA 13510	9-13-84
78-426	Blueberry Advisory Committee	PL 1985, Ch 75	(Name Change)	9- -85
92-326	Advisory Committee for the Training of Firefighters	(Administrative Decision)	(Name Change)	
99-399M	Maine Science and Technology Board	Exec Order #2 FY 85		8-10-84

INACTIVE UNITS

Um-Unit	*Name*	*Citation*
01-020	Maine Agricultural Bargaining Board	13 MRSA, 1956
02-036	State Running Horse Racing Commission	8 MRSA, 321
05-092	Maine Education Council	20A MRSA, 651
07-102B	Governmental Metric Policies Committee	Exec. Order 1, FY 77
07-102G	Governor's Advisory Commission on Maine-Canadian Affairs	Exec. Order 11, FY 75
07-102K	Governor's Council on Physical Fitness and Sports	Exec. Order 1, FY 80
07-102T	Governor's Advisory Committee on World Trade	Exec. Order 7, FY 80
07-413A	Advisory Committee to Public Advocate	Res. 1983, Ch. 48
29-258	Advisory and Review Board on Driver Licensing and Vehicle Registration	29 MRSA, 2246
30-263C	Unemployment Compensation Fund Study Commission	P&S 1983, Ch. 46
30-263E	Commission to Study Child Custody	PL 1983, Ch. 564
30-263F	Maine Sentencing Guidelines Commission	P&S 1983, Ch. 53
30-263H	Citizens' Civil Emergency Commission	37A MRSA, 56A
92-139	Criminal Law Advisory Commission	17A MRSA, 1351
92-301	Advisory Committee on State Telecommunications	5 MRSA, 350
92-406	Advisory Committee on Maine Public Broadcasting	20A MRSA, 801
92-418	Ground Water Protection Commission	P&S 1979, Ch. 43
94-319	Board of Emergency Municipal Finance	30 MRSA, 5301
94-404	Mining Excise Tax Trust Fund Board of Trustees	5 MRSA, 453
98-394	New England Interstate Planning Commission	10 MRSA, 304
99-431	(Board of Directors) Maine Municipal and Rural Electrification Cooperative Agency	35 MRSA, 4101

UNITS THAT DID NOT SUBMIT AN INDIVIDUAL REPORT

Um-Unit	*Name*	*Citation*
04-065	Maine Trails System Advisory Committee	12 MRSA, 602
05-071D	Office of the Deputy Commissioner (Education)	20A MRSA, 202
05-089H	Bureau of Historic Preservation	27 MRSA, 505
10-144C	Office of Public Affairs and Communications (Human Services)	22 MRSA, 3
10-144L	Office of Legal Services (Human Services)	22 MRSA, 2
90-469	Professional Advisory Committee (MHCFC)	22 MRSA, 396P
90-470	Hospital Advisory Committee (MHCFC)	22 MRSA, 396P
90-471	Payor Advisory Committee (MHCFC)	22 MRSA, 396P
94-216	Maine Veterans' Small Business Loan Board	10 MRSA, 1100A
94-458	Division of Natural Resources Financing and Marketing (FAME)	10 MRSA, 984
94-459	Division of Maine Business Development and Finance (FAME)	10 MRSA, 1002
94-468	Natural Resource Financing and Marketing Board	10 MRSA, 985
Legislative Units:		
30-261P	Office of President of the Senate	3 MRSA, 2
30-261S	Office of the Secretary of the Senate	3 MRSA, 22
30-262C	Office of the Clerk of the House	3 MRSA, 42
30-262S	Office of the Speaker of the House	3 MRSA, 2
30-263A	Commission on Availability, Quality and Delivery of Services Provided to Children with Special Needs	P&S 1983, Ch. 47
30-263B	Joint Select Committee on Inter-Agency Information Processing	Res. 1983, Ch. 41
30-263D	Commission on Local Land Use Violations	PL 1983, Ch. 458
30-263G	Committee to Study the Equity of the Minimum Provisions of the Local Road Assistance Program	PL 1983, Ch. 53
30-263J	Special Commission to Study the Implementation of Educational Reform	20A MRSA, 13510
30-267I	Legislative Information Office	3 MRSA, 164
30-273	Commission on Intergovernmental Relations	3 MRSA, 271
30-316	State Compensation Commission	3 MRSA, 2A

BOARD OF TRUSTEES, GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE

COLBURN W. JACKSON, CHAIRMAN
JO A. GILL, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3626
Mail Address: Statehouse Sta. #114, Augusta, Maine 04333
Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 352; *Citation:* 5 M.R.S.A., Sect. 285-286
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Board of Trustees, Group Accident and Sickness or Health Insurance, was established to administer the State employees' insurance program, including health and dental.

ORGANIZATION: The Board of Trustees, established in 1968, consists of six members. Two members are appointed by the Maine State Employees Association; one retired State employee is selected by the presidents of the chapters of the Retired State Employees Association; two State employees are appointed by the Governor; and the Commissioner of the Department of Finance and Administration serves as an ex officio member. The Commissioner holds the master policies.

PROGRAM: The Board of Trustees extended contracts to Blue Cross and Blue Shield of Maine for basic health care coverage and to Prudential Insurance Company of America for major medical coverage for the policy year ending April 30, 1986. The Board of Trustees awarded dental insurance coverage to Northeast Delta Dental for the policy year ending June 30, 1986.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF TRUSTEES, GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	45,684		45,684			
Health Benefits	2,939		2,939			
Retirement	8,182		8,182			
Other Fringe Benefits	198		198			
Other Contractual Service	36,328		36,328			
Commodities	1,213		1,213			
Equipment	1,039		1,039			
Transfers to Other Funds	2,331		2,331			
TOTAL EXPENDITURES	97,914		97,914			

ADVOCATES FOR THE DEVELOPMENTALLY DISABLED

DEAN CROCKER, CHIEF EXECUTIVE
RALPH NEWBERT, Deputy Chief Executive

Central Office: 2 Mulliken Court, Augusta *Telephone:* 289-5755
Mail Address: P.O. Box 5341, Augusta, Maine 04330

Established: October 1, 1977

Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 475; *Citation:* 22 M.R.S.A., Chapter 961

Average Count—All Positions: 16 *Legislative Count:* 0

PURPOSE: To provide protection and advocacy services for people of all ages who are developmentally disabled. Specifically ADD provides:

1. information and referral for advocacy services to people who are elderly, handicapped or low income
2. information and referral for handicap rights and services
3. training in handicap rights for parents and consumers
4. direct advocacy assistance for:
    a. handicapped children outside their own homes
    b. handicapped clients of the Bureau of Rehabilitation
    c. all persons who are developmentally disabled

ORGANIZATION: ADD is a private non-profit agency with a governing Board of Directors. It is directly responsible to the Governor and Legislature and is annually certified by the Governor to act as the State Protection and Advocacy Agency. It has a staff of 16 people including (8) Field Advocates, (1) Consumer Trainer, (1) Program Director/Parent Trainer, (1) Administrative Assistant (1) Assistant Director for Systems Advocacy, (1) Office Manager, (1) Secretary and (1) Executive Director.

PROGRAM: In FY 1985 ADD increased case advocacy services by approximately 100%. In FY 1984 ADD served 1,100 people through its information and referral and direct advocacy program. FY 85 will see approximately 2,200 people served.

Parent training sessions were continued at 24 sessions of approximately 3 hours each. In FY 85 this effort was expanded to include 25 sessions for handicapped consumers. In FY 86 we plan to double that number by including 25 sessions for service providers.

ADD began bi-monthly publication of a newsletter focusing on the rehabilitation services system. Two consumer oriented manuals were developed aimed at facilitating consumer involvement in the VR process. Materials were developed aimed at people with significant academic deficits or learning problems.

ADD established an Information and Referral service to connect elderly, low income and handicapped people with available state or federally funded advocates. Information about client problems and needs is generated via a computerized data system developed as part of the I&R project. As a result information about all of ADD's clients, their problems and needs and ADD's service to them is available at short notice.

The above was made possible by major increases in federal funding including funds from Rehabilitation ($150,000) and $100,000 from Administration on Developmental Disabilities.

PUBLICATIONS:

Rehabilitation Services Manual
Parent Information Packet
Social Security/Supplemental Security Income Manual
504 Manual
ADD (bi-monthly) Newsletter

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

FINANCIAL STATEMENTS
THE ADVOCATES FOR THE DEVELOPMENTALLY DISABLED
FOR THE MONTH ENDED JUNE 30, 1985

	MONTHLY			YEAR TO DATE			ANNUAL
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	BUDGET
INCOME							
Fed P & A	$ 12,500.00	$ 12,500.00	$ 0.00	$112,500.00	$112,500.00	$ 0.00	$150,000.00
State (DD)	0.00	0.00	0.00	5,000.00	3,750.00	1,250.00	5,000.00
State (MR/MH)	0.00	0.00	0.00	29,433.00	29,433.00	0.00	39,244.00
State (Educat.)	0.00	0.00	0.00	29,470.00	29,471.00	(1.00)	39,294.00
State (Direct)	0.00	0.00	0.00	5,743.00	9,750.00	(4,007.00)	13,000.00
FY 83-84 Carry	0.00	0.00	0.00	0.00	6,920.00	(6,920.00)	6,920.00
State (VR)	0.00	0.00	0.00	112,500.00	112,500.00	0.00	150,000.00
Loan	0.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00
Misc. Income	385.11	0.00	385.11	3,011.62	0.00	3,011.62	0.00
TOTAL INCOME	$ 12,885.11	$ 12,500.00	$ 385.11	$302,657.62	$304,324.00	$ (1,666.38)	$403,458.00
EXPENSES							
Personnel	$ 18,591.85	$ 17,430.00	$ 1,161.85	$145,460.75	$174,302.00	$(28,841.25)	$226,592.00
BC/BS Med. Insurance	896.87	1,004.00	(107.13)	7,212.80	10,041.00	(2,828.20)	13,056.00
FICA Taxes—ER	1,310.69	1,220.00	90.69	10,235.31	12,202.00	(1,966.69)	15,862.00
Unemp. Taxes	0.00	424.00	(424.00)	2,897.19	4,244.00	(1,346.81)	5,516.00
Staff Travel	3,600.41	2,615.00	985.41	22,851.64	26,155.00	(3,303.36)	34,000.00
Agency Insurance	0.00	0.00	0.00	1,294.50	700.00	594.50	700.00
Workmens Comp	588.00	0.00	588.00	668.00	718.00	(50.00)	718.00
Rent, Heat, Lights	1,400.00	1,416.00	(16.00)	10,000.00	12,750.00	(2,750.00)	17,000.00
Telephone	5,288.19	1,695.00	3,593.19	23,679.78	15,252.00	8,427.78	20,335.00
Postage	243.50	442.00	(198.50)	4,188.89	3,975.00	213.89	5,300.00
Equipment & Supplies	435.70	750.00	(314.30)	4,300.20	6,750.00	(2,449.80)	9,000.00
Copier Service	385.09	0.00	385.09	4,969.07	0.00	4,969.07	0.00
Supp. (Capital Equip.)	0.00	633.00	(633.00)	10,106.26	5,700.00	4,406.26	7,600.00
Auditor	62.50	120.00	(57.50)	2,347.50	2,620.00	(272.50)	2,980.00
Training Expense	65.52	667.00	(601.48)	1,592.53	6,000.00	(4,407.47)	8,000.00
Legal Services	0.00	2,500.00	(2,500.00)	0.00	22,500.00	(22,500.00)	30,000.00
Loan & Interest	0.00	0.00	0.00	5,050.00	0.00	5,050.00	0.00
Miscellaneous Expense	465.16	0.00	465.16	6,355.00	0.00	6,355.00	0.00
TOTAL EXPENSES	$ 33,333.48	$ 30,916.00	$ 2,417.48	$263,209.42	$303,909.00	$(40,699.58)	$396,659.00
SURPLUS (DEFICIT)	$(20,448.37)	$(18,416.00)	$(2,032.37)	$ 39,448.20	$ 415.00	$ 39,033.20	$ 6,799.00

MAINE COMMITTEE ON AGING

MARGARET RUSSELL, CHAIRPERSON
ROMAINE M. TURYN, Director

Toll Free: 1-800-452-1912 (Long Term Care Ombudsman Program only)
Central Office: Augusta Plaza, Augusta *Telephone:* 289-3658
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: August 8, 1953 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 159; *Citation:* 22 M.R.S.A., Sect. 5108
Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: It is the goal of the Maine Committee on Aging to advocate for the rights of older citizens and to assist the elderly of the State of Maine to have access to an adequate income in retirement, the best physical and mental health possible, without regard to economic status; suitable housing, full restorative services for those who require institutional care; opportunity for employment; retirement in health, honor and dignity; and efficient community services; and to provide public information on the rights and benefits available to older citizens.

ORGANIZATION: The Maine Committee on Aging was created by Chapter 176 of the Private and Special Laws of 1953 and was reactivated every two years after 1953, with the exception of the 103rd Legislature. Chapter 630 of the Public Laws of 1973 established a permanent Committee on Aging. In 1974 Section 5108 of Title 22 of the Revised Statutes, as enacted by Section 1 of Chapter 630 of the Public Laws of 1973, was repealed and replaced by Section 5108, Chapter 793, of the Public Laws of 1974.

In 1981, the Committee's legislation was amended to provide for confidentiality and access to resident records for the Committee's Ombudsman Program (PL 1981, Chapter 72). The Legislature further amended the Committee's legislation in 1982, (P.L. 1981, Chapter 703) by making it an independent advisory committee located outside the Department of Human Services. In 1985, the Maine Committee on Aging legislation was again amended to give the Ombudsman Program access to investigate complaints made on behalf of residents in adult foster homes.

PROGRAM: The Committee is advisory to the Governor, Legislature, and state and federal agencies on all programs and policies impacting upon Maine's 199,000 elderly. It is concerned not only with the problems of age which demand a wide range of human services from income maintenance, health care, and service delivery such as transportation, meals and home care, but also with expanding the strengths and potentials of Maine's elderly to improve the quality of life. In addition, the Committee seeks to heighten the public's awareness of aging.

Since July 1975, the Maine Committee on Aging, through the Bureau of Maine's Elderly, has received a grant from the Administration on Aging to administer a Nursing and Boarding Home Ombudsman Program, pursuant to legislative authority to investigate resident complaints in these facilities (22 MRSA 5112). The statewide program follows up on complaints made by residents or on their behalf; researches issues and policies confronted in these investigations for potential legislative and/or regulatory changes; identifies service needs of residents; and works with the nursing home profession, Department of Human Services, and area agencies on aging to assist in meeting those identified needs. A grant from the Administration on Aging funds a full time Ombudsman. The program has 21 volunteer ombudsman aides and may empower up to 25 volunteer ombudsman aides statewide. This Program now investigates complaints made regarding adult foster homes. Throughout the past fiscal year, the Program investigated approximately 300 complaints and participated in several major long term care education programs.

The Committee investigates issues in long term care and advocates for appropriate changes with state and federal agencies and the long term care profession.

Pursuant to 22 MRSA, §5112, the Maine Committee on Aging and the Bureau of Maine's Elderly co-sponsor a two-day Blaine House Conference on Aging which is attended by hundreds of elderly delegates. As a result of this conference, resolutions are passed dealing with recommendations for legislative and administrative changes to benefit older people.

The following major pieces of legislation were enacted as a result of Committee proposals: An Act to Index Eligibility Levels for the Elderly Householder's Tax and Rent Refund Program to Conform to Increases in Social Security Benefits, An Act to Conform Maine Committee on Aging Legislation with the 1981 Older American's Act Amendments, An Act to Amend the Probate Code to Improve Guardianship and Conservatorship Proceedings, An Act to Protect Applicants for Admission to Nursing Homes from Unfair and Illegal Trade Practices, An Act Concerning Living Wills, An Act to Expand the Number of Elder Volunteers in the Retired Senior Volunteer Programs, Foster Grandparent Programs and the Senior Companion Program, A Resolve Concerning the Establishment of a Social Services Transportation Review Committee, and Increased Funding ($500,000) for the Home Based Care Program.

Proposals passed by the Second Session of the 111th include L.D. 2314 *An Act to Repeal the Law Requiring Adult Children to Care For Parents According to Ability;* L.D. 2388 *An Act to Assure Appropriate Placement and Service Provision to State Assisted Residents of Boarding and Adult Foster Homes;* L.D. 2097 *An Act to Ensure Universal Telephone Service for Maine People; and* L.D. 2228 *An Act to Protect Tenants From Lack of Heat.*

Throughout the year, the Committee holds meetings on the third Monday of each month. Subcommittees meet more frequently, particularly the seven-member Technical Review Subcommittee, which reviews all proposals for funding elderly related programs under the Older American's Act. Additionally, the Committee has an Ombudsman Advisory Committee which participates in targeting priority issues in the long term care area. Minutes of all meetings are on file and available to the public.

The Committee also has a Committee on Health Care which has met monthly since September, 1981. This Committee is reviewing ways to improve understanding of the Medicare system and hospital care and in developing a system to assist consumers with Medicare denial of care.

Throughout the year, the Committee conducts meetings and seminars with senior citizen groups and other interested groups. The Committee also conducted meetings statewide with the five Area Agencies on Aging to determine the interests and priorities for the 1984 Blaine House Conference on Aging and the 112th Legislature. The 1984 Blaine House Conference on Aging was held on September 19 and 20 in Augusta and was attended by approximately 400 elderly from throughout the State. There were seven workshops held dealing with such issues as Medicare Supplemental Insurance, employment opportunities for older workers, housing and home care, right to medical treatment/right to refuse medical treatment, and the effect of the new medicare prospective reimbursement on quality of care.

From March to July, 1985, the committee produced with WGME-TV in Portland, a weekly TV series "Gray Matters" to explore aging issues. Guests on the program discussed topics such as Living Wills, Medicare Supplemental Insurance, Guardianship, Social Security and health issues.

LICENSES, PERMITS, ETC.:

The Committee empowers 25 citizens to enter onto the premises of Maine's nursing homes, boarding homes, and adult foster homes, to follow-up on resident complaints.

PUBLICATIONS:

Over 60: A Progress Report (on location use only)

A Consumer's Guide to Choosing a Nursing Home (free) Revised 1985

Informational pamphlet on *Nursing and Boarding Home Ombudsman Program,* available in French and English (free)

1982 Blaine House Confernece on Aging: A Report of Proceedings and Recommendations

1984 Blaine House Conference on Aging: A Report of Proceedings and Recommendations

Maine Elderly Opinions: Responses to a Questionnaire, February, 1982

Maine Elderly Abuse Survey, April, 1981

Proceedings from Health Care Cost Public Hearings, April, 1982

Senior Citizen's Consumer Health Pocket Guide (free)

1985 Medicare Supplemental Insurance Comparison Chart
1985 Maine Committee on Aging Final Legislative Update July, 1985

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE COMMITTEE ON AGING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	108,251	108,251				
Health Benefits	5,608	5,608				
Retirement	17,404	17,404				
Other Fringe Benefits	365	365				
Other Contractual Service	34,686	34,686				
Rents	3,040	3,040				
Commodities	163	163				
TOTAL EXPENDITURES	169,517	169,517				

DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

STEWART N. SMITH, COMMISSIONER
DANIEL HARLAN, Deputy Commissioner

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3871
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1852 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001; *Citation:* 7 M.R.S.A., Sect. 1

Average Count—All Positions: 244 *Legislative Count:* 108.5

Organizational Units:

- Administrative Services Division
- Bureau of Agricultural Marketing
  - Division of Market Development
  - Division of Quality Assurance
  - Maine Potato Commission
  - Maine Dairy and Nutrition Council
  - Maine Dairy Promotion Board
  - Maine Agricultural Bargaining Board
- Bureau of Agricultural Production
  - Division of Poultry and Livestock
  - Division of Plant Industry
    - (Office of) State Horticulturist
  - Seed Potato Board
  - State Board of Veterinary Medicine
- Bureau of Agricultural and Rural Resources
  - Division of Resource Development
  - Board of Pesticides Control
  - State Harness Racing Commission
  - State Soil and Water Conservation Commission
- Bureau of Public Services
  - Division of Regulation
    - (Office of) Sealer of Weights and Measures
  - Animal Welfare Board
  - Maine Milk Commission
- Commissioner's Office
  - Research Unit
  - Office of Public Information

PURPOSE: The Department of Agriculture, Food and Rural Resources was established to improve Maine agriculture through: the conservation and improvement of the soil and cropland of the State; the development, compilation and dissemination of scientific and practical knowledge; the marketing and promotion of agricultural products; the detection, prevention and eradication of plant and animal diseases; the protection of the consuming public against harmful and unsanitary products and practices; and the sound development of the natural resources of the State.

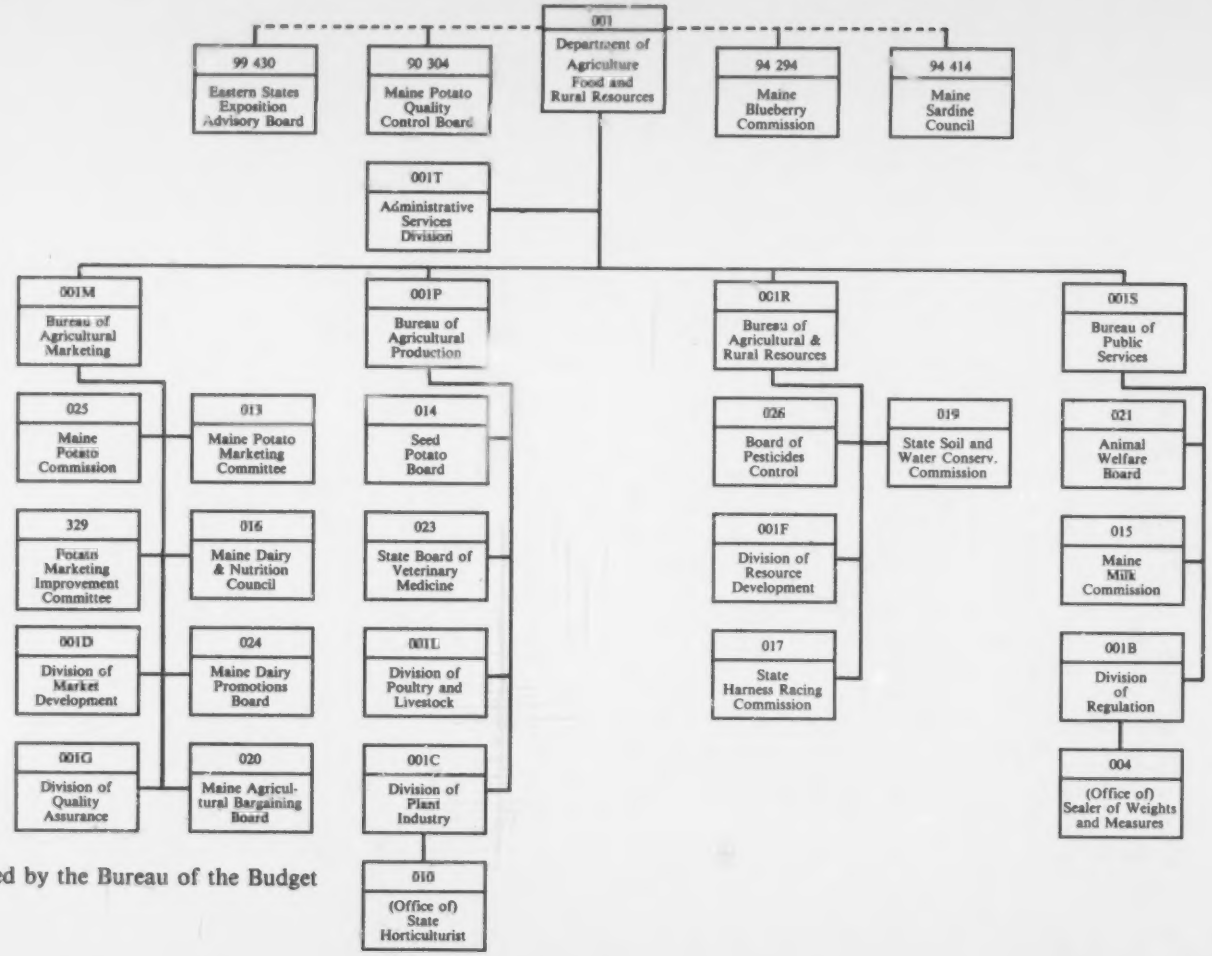
The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department have authority to establish and promulgate grades and standards for Maine agricultural products, and promote the use of such products; to inspect agricultural products, and the premises and conveyors on which such products are stored, handled or processed, and issue certificates of inspection; to grant licenses and permits; to collect fines and legal and usual fees; to hold hearings for the purpose of obtaining essential information; to establish, promulgate and maintain a full record of necessary regulations, and provide for the enforcement of the same; to establish milk prices; to establish harness racing schedules; to register pesticides and license their use; to investigate and prosecute cases of cruelty to animals; to administer the agricultural bargaining law; to appoint all officials, boards, and commissions as provided by law; and to employ personnel necessary to carry out these responsibilities.

ORGANIZATION: The State Board of Agriculture was created in 1852 and continued as a Board until 1901 when the Department of Agriculture was established and the position of Commissioner of Agriculture was created.

Concurrent with the Board was the establishment of a State Cattle Commissioner in 1887, whose duties were granted to a Livestock Sanitary Commissioner in 1911. Ten years later, all responsibility for animal disease control was vested in the Commissioner of Agriculture. The Veterinary Examiners Board (now Board of Veterinary Medicine) was created in 1905.

The Agricultural Development Act of 1980, enacted by the 109th Legislature and effective

ORGANIZATIONAL CHART
DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES
UMB 01



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF AGRICULTURE, FOOD AND RURAL RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,322,189	2,226,674	1,438,295		372,741	284,479
Health Benefits	232,042	117,520	78,147		20,679	15,696
Retirement	658,908	337,265	221,392		56,325	43,926
Other Fringe Benefits	22,369	11,762	6,387		3,278	942
Computer Services—State	13,786	4,433	9,353			
Other Contractual Service	2,677,664	1,171,913	1,303,461		77,266	125,024
Rents	103,212	64,695	33,573		2,648	2,296
Commodities	477,011	224,343	101,007		3,113	148,548
Grants—Subsidies—Pensions	2,357,171	169,754	2,140,528		40,365	6,524
Equipment	93,270	14,489	67,109		11,672	
Interest—Debt Retirement	11	11				
Transfers to Other Funds	611,849	75,064	496,808		25,889	14,088
TOTAL EXPENDITURES	11,569,482	4,417,923	5,896,060		613,976	641,523

July 1980, changed the departments name to the Department of Agriculture, Food and Rural Resources and authorized the reorganization of the department into four bureaus containing the existing divisions and agencies as depicted on the department's organizational chart.

PROGRAM: The 109th Legislature, acknowledging the significance and potential of Maine agriculture, created the blueprint for its further development by enacting the Agricultural Development Act of 1980. That measure changed the role of the department from an agency which was primarily regulatory to one focused on advocacy and development. Specific activities of the department during FY 84-85 are discussed in following reports.

LICENSES, PERMITS, ETC.:
(Listed under the appropriate program units in following reports.)

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Administrative Services Division.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)

RICHARD B. BURNHAM, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2001
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001T; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The Administrative Services Division provides centralized administrative support to the Department of Agriculture with primary responsibilities in the areas of budgeting, accounting for receipts and expenditures, purchasing of equipment, supplies and services, and personnel administration. Additionally, the division assists the Commissioner and division directors by providing technical assistance in financial planning, program evaluation, and management studies.

ORGANIZATION: The Division of Administration originally created in 1919, is part of the Office of the Commissioner. Chapter 731 of Public Laws of 1979 repealed the Statutory Reference which created this unit.

PROGRAM: The Division is organized into two distinct units—Finance and Personnel. The Finance Unit assists the Commissioner's office and Bureau/Division Directors in financial planning and in the preparation and management of annual and biennial budgets and work programs. It is the administrative unit responsible for maintaining centralized accountability for all department expenditures and financial transactions in order to insure their legality and correctness. The unit maintains the accounting records for all income and expenditures, processes bills and expense accounts for payment, maintains and controls leases and contracts, prepares purchase orders, maintains vehicle records and capital equipment inventory control records. The Personnel Unit handles broad personnel and labor relations functions including processing all department payrolls and personnel actions, maintaining personnel records, providing technical assistance in writing job descriptions and understanding the performance appraisal system, and advises staff at all levels on personnel rules and regulations.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	366,715	366,693	22			
Health Benefits	17,414	17,414				
Retirement	55,726	55,726				
Other Fringe Benefits	1,668	1,668				
Computer Services—State	4,376	4,376				
Other Contractual Service	116,769	99,955	16,814			
Rents	187	187				
Commodities	37,103	36,568	535			
Grants—Subsidies—Pensions	348,789	8,260	340,529			
Equipment	497		497			
Transfers to Other Funds	8,802		8,802			
TOTAL EXPENDITURES	958,046	590,847	367,199			

ANIMAL WELFARE BOARD

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3846
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 021; *Citation:* 17 M.R.S.A., Sect. 1051-A
Average Count—All Positions: 23 *Legislative Count:* 6

PURPOSE: Legislation creating the Animal Welfare Board (P.L. 1983, c. 308) became effective on March 1, 1984. The Board exercises the enforcement authority formerly held by the Division of Animal Welfare. The Department of Agriculture, Food and Rural Resources, within which the Board is located, is authorized to carry out the related administrative responsibilities and functions. By statute, the Board's membership is comprised of four representatives of agricultural organizations, four representatives of humane societies, a veterinarian and the Commissioner of Agriculture, Food and Rural Resources or his designee.

The Board is authorized to enforce both criminal and civil statutes regarding the humane treatment of domesticated and wild animals, including agricultural livestock. Its staff of full and part-time humane agents investigates complaints of cruelty to animals, bringing charges and prosecuting such cases in court when necessary. The Board's agents may also seek civil seizure orders from the court, by which they are authorized to take animals into custody.

The Board is responsible for the state's dog licensing program, which is operated jointly with the municipalities, and for the inspection and approval of local shelters for stray and abandoned dogs. The Board's humane agents inspect pet shops and boarding kennels, which are licensed by the Board.

The Board is authorized to adopt rules relevant to the discharge of its duties.

ORGANIZATION: The position of State Humane Agent was authorized by the Legislature in 1921 to enforce the State's "Cruelty to Animals" laws. Persons desiring to be Agents, upon approval, were licensed for four years by the Governor and Council. In 1973, the Legislature created the Division of Animal Welfare in the Department of Agriculture, effective January 1, 1974, and gave the Commissioner of Agriculture authority to administer all cruelty to animals statutes, and to appoint Humane Agents as either full-time or part-time unclassified personnel of the State.

The Legislature further provided for four full-time positions: Division Director, two District Agents to serve the field, and an office secretary. Only the secretarial position was filed during FY 74. The complete staff was brought up to strength in FY 75.

In line with the additional responsibilities assigned to the Division by the Agricultural Development Act of 1980, the staff was authorized an increase of two positions, one (1) secretarial and one (1) district humane agent position.

With the advent of the Animal Welfare Board, the Division of Animal Welfare was repealed (together with the Animal Welfare Advisory Board). The Division's full-time staff became staff to the Board, with the Division Director becoming the Board's Executive Director. All part-time agents serving at the time became appointees of the Board.

THE ANIMAL WELFARE BOARD MEETS THE 2ND TUESDAY OF EACH MONTH. (MEETING PLACE DESIGNATED IN PUBLIC ADVERTISEMENT).

PROGRAM: During FY 85, the Animal Welfare Board staff investigated in excess of 1,500 cases of reported cruelty to animals matters. The investigations performed by full-time agents and part-time personnel resulted in approximately 45 cases being referred to either the office of the Attorney General, in civil cases, and/or to the District Attorney in the jurisdiction involved.

The staff responsibility also involves the inspection and licensing of 53 Animal Shelters, 113 Boarding Kennels and 35 Pet Shops.

The Animal Welfare Board staff reviews and authorizes Drug Enforcement Administration permits for the purchase of barbiturates and paraphenelia used in the euthanasia of dogs and cats.

During FY 1985, euthanasia practices have been scrutinized more closely to ensure that the applicable laws are adhered to throughout the State. Use of gunshot for this purpose is relegated to emergency situations only with lethal injection the most acceptable method. (Title 17, Chapter 43, Sub. Chapter 6, §1227.

Persons certified to euthanize animals will be monitored consistently to ensure maintenance of skill levels.

Dog Licensing Administration became a responsibility of the Animal Welfare Board resulting from the Agricultural Development Act of 1980. Funding from dog licensing is utilized in administering the dog licensing statutes, inspections noted above and the purchase and provision of necessary materials provided to in excess of 500 municipalities and unorganized territories throughout the State.

New Initiatives F.Y. '85

Training:	Agents and Staff provided formalized training in applicable laws relating to animal welfare duties and responsibilities at the Maine Criminal Justice Academy. Training course and follow-up session will be held yearly.
Communications:	Full-time District Humane Agents will be available through the installation of mobile radio units tied in with the State-wide State Police Network.
Records/Report:	Formalized retrievable system for informational needs. More accurate record of activities statewide.
Public Relations:	Through the resources of the Department of Agriculture the Animal Welfare Board staff will be developing Public Service announcements, periodicals, radio and T.V. spots in promoting animal welfare/citizen interaction. Yearly regional meetings designed to obtain statewide input for long/short range planning needs.
Resource Development:	Cooperation with municipal clerks in development of statewide animal control training, shelter management, seminars and interpretation of applicable laws.

LICENSES, PERMITS, ETC.:

Certificate of Approval (drug administration)
Animal Pulling Contest Permit
State Approved Certificate issued to Animal Shelters

Licenses issued to pet shops and boarding kennels
Dog license (tags and forms supplied to municipalities)
Kennel Tags

PUBLICATIONS:
Laws Relating to Animal Welfare (free)
Animal Welfare Newsletter (published 3 times a year—free)
Standards for Treatment of Animals in Schools (contained in laws relating to Animal Welfare)
Laws Relating to Dogs (free)
Brochures relating to Animal Care. (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ANIMAL WELFARE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	85,457	51,240	34,217			
Health Benefits	3,919	2,184	1,735			
Retirement	11,632	6,579	5,053			
Other Fringe Benefits	1,498	1,329	169			
Other Contractual Service	154,468	13,407	141,061			
Rents	249	249				
Commodities	15,233	1,222	14,011			
Grants—Subsidies—Pensions	1,753		1,753			
Equipment	13,813		13,813			
Transfers to Other Funds	8,828		8,828			
TOTAL EXPENDITURES	296,850	76,210	220,640			

MAINE DAIRY AND NUTRITION COUNCIL

KATHERINE FOWLER, CHAIRMAN
WAYNE L. THURSTON, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta *Telephone:* 289-3621
Mail Address: Statehouse Sta. #97, Augusta, Maine 04333
Established: January 1, 1975 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 016; *Citation:* 36 M.R.S.A., Sect. 4523
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Dairy and Nutrition Council was established to develop a statewide program of nutritional education in food selection and use, to teach consumers what to eat and why, and to aid in the training of professionals in the science of nutrition. The Council's primary responsibility is to evaluate, recommend and supervise a course of action that will promote the welfare of the Maine dairy industry, particularly that segment of the industry doing business primarily within the State. The Legislature finds that the optimal health of the citizens of the State of Maine may be more fully achieved by providing guidance in nutrition and nutrition education based on the concept of a balanced diet, including milk and its products in accordance with scientific recommendations, and that the interests of all the people of Maine will be protected by strengthening and preserving the dairy industry of this State.

ORGANIZATION: The Maine Dairy and Nutrition Council was originally established in 1949 under the name of Maine Milk Advisory Committee, and funded at the rate of 1 cent per cwt, shared by Maine Milk dealers and producers shipping on the Maine market. Promotion functions were then under supervision of the Maine Development Commission. In 1951, the Ad-

visory Committee was renamed the Maine Dairy Council Committee, its cwt fees for nutritional education activities were increased to 2 cents in 1953; Maine Development supervision of promotion activities was repealed in 1955, and in 1969 cwt fees for promotion were increased to 3 cents. The Committee was incorporated within the Department of Agriculture in 1969, with the Commissioner of Agriculture being delegated responsibility for employing Committee personnel and prescribing their duties. In 1975 the Maine Dairy Council was renamed the Maine Dairy and Nutrition Council.

The 111th Legislature enacted a law that leaves dealer contributions unchanged, but adds assessments from the milk shipped to Boston to the revenues starting on 1 Jun 84. On 1 Jun 85, the assessment became 2 cents per hundredweight of milk, regardless of market. The dairymen will have a single assessment for Dairy Promotion paid from the Milk Pool, and the Maine Dairy and Nutrition Council will be funded from that same assessment.

The law provides for Council appointments along marketing lines and limits the length of service of dairymen appointed.

PROGRAM: The Maine Dairy and Nutrition Council is concerned with state-wide nutrition education in food selection and use. A program for training teachers through a series of workshops, instigated five years ago, proved to be highly effective and has been continually expanded to include various other segments of the society such as, Extension Aides, Head Start Cooks and staff, Practical Nurses, health department personnel, and community leaders. These leaders can then go back to their community and teach civic groups. The minimum amount of teacher training is set at four hours with a limit of 20 participants per staff nutritionist.

During the sessions the Dairy and Nutrition Council nutritionists build a background in nutrition for the teacher and an understanding of the behavioral approach to education. These two subjects are then correlated along with Dairy Council teaching tools into learning experiences. Teachers are then able to incorporate nutrition into lessons such as science or social studies. Through these creative classroom activities the students learn how to choose and eat balanced meals each day.

In addition to various workshops, the Dairy and Nutrition Council provides nutritional and educational materials to doctors, dentists, dietitians, home economists, nutritionists, nurses, health educators and others in the State interested in nutrition and nutrition education. It also provides a free film library service. The Dairy and Nutrition Council exhibits at several state functions such as convention of the Maine Medical Association, Maine Home Economists, Maine Nurses, and the Maine Teachers Association as well as Farm Days, Maine Agriculture Trades Show and several of the smaller community functions. Materials and programs used by the Maine Dairy and Nutrition Council have been developed by the National Dairy Council in Chicago, Ill., and have been reviewed and/or approved by such organizations as the American Dental Association, American Medical Association and American Dietetic Association.

As a unit affiliated with the National Dairy Council, the Maine Dairy and Nutrition Council has at its disposal a resource in the nutrition needs of men, women and children. It uses this information to contribute to the optimal health and well-being of citizens of Maine.

In 1978 a new Nutrition Program called *Food: Your Choice* was introduced to the teachers in Maine elementary schools. This is a complete curriculum developed by National Dairy Council for teaching basic nutrition to elementary students in grades Kindergarten through 6. Initial response to this program has been excellent not only in Maine, but across the country.

Encouraged by the success of this elementary program, a program has now been further developed and extended to include grades 7 thru 12.

January, 1980, a new curriculum entitled, FOOD: EARLY CHOICES was developed for preschool age children and is already being used extensively by Headstart and Day Care Centers here in Maine.

In 1981 another new curriculum entitled TASTE...YOUR CHOICE was developed for school food service managers. It's designed to support and enhance the school's nutrition education efforts.

PUBLICATIONS: Catalog and Order blank listing all available materials with a brief description of each (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY AND NUTRITION COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	66,950		66,950			
Health Benefits	2,572		2,572			
Retirement	10,184		10,184			
Other Fringe Benefits	294		294			
Other Contractual Service	27,651		27,651			
Rents	1,500		1,500			
Commodities	—9,778		—9,778			
Grants—Subsidies—Pensions	11,035		11,035			
Transfers to Other Funds	8,878		8,878			
TOTAL EXPENDITURES	119,286		119,286			

MAINE DAIRY PROMOTION BOARD

TIMOTHY CARTER, CHAIRMAN
WAYNE L. THURSTON, DIRECTOR

Central Office: Cony Rd. (Shop), Augusta *Telephone:* 289-3621
Mail Address: Statehouse Sta. #97, Augusta, Maine 04333
Established: 1953 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 024; *Citation:* 36 M.R.S.A., Sect. 4503
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Dairy Promotion Board was established to promote the prosperity and welfare of the dairy industry of the State of Maine by fostering promotional, educational, advertising and research programs. The Board is charged with the responsibility of a promotional and advertising campaign designed to increase the consumption of Maine fluid milk, thereby improving the ratio of Class I to Class II milk marketed by the Maine dairy farmer. This, in effect, increases the blend price actually received by the dairyman without increasing the price of milk to the consumer. Further, the Board may take whatever action it deems appropriate to promote the dairy industry of the State of Maine.

ORGANIZATION: Established in 1953, the Maine Milk Tax Committee statutes have been amended from time to time to increase the fees paid by dairy farmers in order to more adequately finance a strong promotional program for Maine-produced milk. As a result of a reorganization act passed by the 105th Legislature, the Committee was incorporated within the Department of Agriculture, with the Commissioner of Agriculture being delegated the responsibility for developing operating budgets and of hiring necessary personnel to administer the program.

On June 15, 1979, the first regular session of the 109th Legislature approved, subject to dairy farmer referendum, an act setting the rate of assessment to dairy farmers at .8 of 1% of the average Class I price per cwt rounded to the nearest tenth of one cent, for the promotion of milk and dairy products. Subsequently, the Maine dairy farmers in referendum did approve the act to become effective January 1, 1980.

At the same time they changed the name of the Maine Milk Tax Committee to Maine Dairy Promotions Board.

The Maine Supreme Court has ruled that a binding referendum is unconstitutional. The 111th Legislature enacted a law without the referendum restoring the promotion assessment to .8 of 1% of the average Class I milk price as of 1 Jun 85. For the year starting 1 Jun 84, the assessment will be .6 of 1% of Class I price for the average of the previous calendar year in Maine. The law also provides for Board appointments along marketing lines and limits on length of service.

The law provides for a single assessment for Promotion, with a payment to be made to

the Maine Dairy and Nutrition Council. The single assessment will be paid out of the Milk Pool, and not be two separate payments to the State Treasurer.

PROGRAM: The Maine Dairy Promotion Board, in conjunction with ADA, of which they are an affiliated member, once again implemented a promotion and advertising program on behalf of the dairy farmers of Maine.

Television was considered the most cost effective media for promoting the use of milk by consumers. Therefore, the major part of our advertising budget was devoted to this media supplemented by radio and print.

The Advertising program was supplemented by several special promotions designed to call attention to the dairy industry and to encourage the consumption of milk and dairy products.

In-Store Merchandising. Point of purchase materials were professionally placed in 195 major Maine supermarkets. Two separate promotions were run in January and June. The in-store campaigns received constant praise from chain stores as being the finest of its kind.

Print advertising for non-brand milk promotion is considered as the least effective media and therefore, has been used only for the promotion of special merchandising support. For such support all of Maine's daily newspapers plus the Grange Herald and the Maine Grocers Bulletin were used.

In addition to the preceding and for the benefit of those Maine producers selling milk on the Boston Regional Market, the Maine Dairy Promotion Board contracts with the Milk Promotion Services, Inc., located in Montpelier, Vermont, to carry out a similar promotional program in that marketing area.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY PROMOTION BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	58,606		58,606			
Health Benefits	3,840		3,840			
Retirement	8,772		8,772			
Other Fringe Benefits	253		253			
Other Contractual Service	280,720		280,720			
Rents	1,500		1,500			
Commodities	32,959		32,959			
Grants—Subsidies—Pensions	163,743		163,743			
Equipment	839		839			
Transfers to Other Funds	12,341		12,341			
TOTAL EXPENDITURES	563,573		563,573			

STATE HARNESS RACING COMMISSION

GEORGE McHALE, CHAIRMAN
THOMAS WEBSTER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3221
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: April 4, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 017; *Citation:* 8 M.R.S.A., Sect. 261
Average Count—All Positions: 5 *Legislative Count:* 6

PURPOSE: The State Harness Racing Commission was established to maintain honesty and integrity n pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public. The primary responsibilities of the Commission are to make rules and regulations for the holding, conducting and operating of all harness horse races or meets for public exhibition in the State and for the operation of race tracks on which any such race or meet is held; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to grant tracks a license to operate day or night harness racing; to license or register participants in harness horse racing pari-mutuel employees and race officials, upon application, and charge a fee for such license not to exceed $10; to regulate, supervise and check the making of pari-mutuel pools and the distribution therefrom; to establish a schedule of fines not to exceed $100 or suspension not to exceed 20 days for minor violations of the Rules of Racing as adopted by the Commission; and to encourage and promote the breeding of a strain of Maine standard bred horse.

ORGANIZATION: The State Harness Racing Commission was established in 1935 as the State Racing Commission. It received its present name in 1951, and in 1973 was placed within the Department of Agriculture. The Commission consists of five members appointed by the Governor, for terms of three years. No more than three members may be of the same political party but both major political parties shall be represented on the Commission. One member must, in some capacity, be connected with agricultural societies which operate pari-mutuel racing. So far as practicable, all members must be interested in the establishment and development of a Maine breed of standard bred horses. The Commission elects a chairman from its membership. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

PROGRAM: Major emphasis has been directed toward overall improvement of the sport and promotion of a breed of Maine Standard Bred horses. The Commission feels improvement of the breed and a desire of persons in other areas to breed to Maine studs will guarantee future State incomes from this source, a healthy expanding industry, and encourages involvement of youth in horse ownership, breeding and care.

Drug control programs are a continuing effort, to eliminate as nearly as possible drug use on race horses within the State.

The Colt program received additional funding by the 108th Legislature. The Commission was authorized to pay an amount equal to 1½% of the multiple or exotic wager into a fund to supplement purses for two and three year old eligible colts. Together with nomination, sustaining, starting and other various fees, purses for the Colt races exceed $300,000 annually.

LICENSES, PERMITS, ETC.:

License:

- Standard Bred Horse Owners
- Drivers/Trainers Standard Bred Horses
- Various Pari-Mutuel Racing Officials
- Pari-Mutuel Racing Association—
  - Fairs or Extended Meets
- Grooms of Standard Breed Horses

PUBLICATIONS: Rules and Regulations of the Maine State Harness Racing Commission

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	163,008	163,008				
Health Benefits	7,207	7,207				
Retirement	26,023	26,023				
Other Fringe Benefits	624	624				
Other Contractual Service	116,932	101,932	15,000			
Rents	1,301	1,301				
Commodities	5,925	5,752	173			
Grants—Subsidies—Pensions	650,192		650,192			
Interest—Debt Retirement	2	2				
Transfers to Other Funds	575		575			
TOTAL EXPENDITURES	971,789	305,849	665,940			

(OFFICE OF) STATE HORTICULTURIST

JOSEPH W. SCOTT, STATE HORTICULTURIST

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1907 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 010; *Citation:* 7 M.R.S.A., Sect. 2201
Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The State Horticulturist has responsibility for implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement. Also, the State Horticulturist administers the bee inspection and licensing program.

ORGANIZATION: A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry and is responsible to the Director of that Division. The Bureau of Horticulture as an organizational unit was abolished in 1972.

PROGRAM: Horticulture activities have involved the full-time services of the State Horticulturist, two assistants and a secretary. Nursery, greenhouse, and periodical inspection and licensing of all plant sales outlets are major responsibilities, and under the 1980 reorganization of the Dept. to do development and extension.

Bee inspection and licensing of beekeepers are handled by a full-time bee inspector who is able to examine a cross section of the bee colonies in the State annually. Furthermore, Division personnel are often called upon to work with plant and garden societies, judge at fairs, attend executive meetings of commodity associations and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as the Maine representative of the Eastern Plant Board.

LICENSES, PERMITS, ETC.:

License:
- Nurseryman
- Beekeepers

Certificate:
- Phytosanitary

Permit:
- Maine (intra- and interstate) Plants

PUBLICATIONS:

List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
List of Registered Beekeepers—annual (free)
The Maine Leaf—six copies per year (free)
Floral Emblem of Maine (free)
The Plant Kingdom (free)
Plant Conservation List for the State of Maine (free)
Nature of Weeds (free)

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Division of Plant Industry.

DIVISION OF MARKET DEVELOPMENT

JOHN K. JONES, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001D; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 10 *Legislative Count:* 9.5

PURPOSE: The purpose of the Division of Market Development is to develop and expand markets for Maine agricultural products and resources. This division is responsible for implementing those policies of the Bureau of Agricultural Marketing which concern market developments; collecting and disseminating market information in order to find optimal market structures and to enhance the competitive position of Maine growers. Promotional activities to further Maine agricultural interests statewide, regionally, nationally, and internationally are also the responsibilities of the division.

ORGANIZATION: The Division Director supervises professional staff comprised of three Marketing Specialists.

PROGRAM:

Direct marketing involves the sale of agricultural products through a direct transaction between producers or producer cooperatives, and consumers. It offers the potential for supplying fresh and reasonably priced quality food to consumers while providing more profitable returns to farmers, and encouraging local production. The division facilitates direct marketing by assisting farmers in the formation and operation of farmers' markets and marketing cooperatives, and printing and distributing the "Farmer to Consumer" directory, a means of bringing farmers and food buyers together.

The **informational services** program provides farmers, governmental agencies, businesses and consumers with information related to agricultural production and marketing in Maine, and, to a more limited extent New England, the United States and foreign market areas. The division gathers and disseminates state-wide commodity information reports on crop conditions and progress during the summer growing months, and publishes annual productions data. Weekly commodity price information is reported to the news media, and the division and the USDA cooperatively fund a Market News Office in Presque Isle which issues a daily potato bulletin during the potato shipping season. The division participates in the USDA's Trade Opportunity Referral System and Export Briefs program which provide export leads for Maine growers, processors and shippers.

A number of activities are directed at the **promotion** of Maine agricultural interests. A major campaign initiated in 1980 entitled "Maine Produces" is intended to promote the support of Maine agriculture, give new visibility to Maine's agricultural industries, and create an increased demand for Maine-grown products. This effort has included development of a Maine agricultural logo. Through the use of posters, buttons, bumper stickers, brochures, public service announcements, and other devices, it is hoped that the logo will become a familiar symbol which will enable buyers to readily identify and purchase Maine products. This campaign also makes use of special events to increase public awareness of Maine products. Another promotional tool is the special exhibit which provides an opportunity for various agricultural organizations to offer information and samples to the public. Promotion of Maine agriculture through annual trade shows and expositions has been a long standing function of the Department. The Division of Market Development coordinates the Maine Agricultural Trades Show and provides exhibits for all major Maine agricultural products at the Eastern States Exposition held annually in West Springfield, Massachusetts. Promotional assistance is also available to commodity production organizations for such events as the Maine Broiler Festival, Central Maine Egg Festival, Farm Days, Dairy Show, Blueberry Festival, National Apple Week, etc.

The division promotes the export of Maine agricultural products through membership in the Eastern United States Agricultural Food and Export Council, Inc. (EUSAFEC), headquartered in the World Trade Center, New York City. EUSAFEC sponsors international trade shows, informs members of trades shows and exchanges sponsored by other countries, provides technical assistance to businesses interested in expanding to foreign markets, and generally supplies expertise to the division in matters related to foreign trade.

LICENSES, PERMITS, ETC.:

The Division of Market Development licenses use of the "Maine Produces" symbol to identify fresh or processed agricultural products in the State of Maine.

PUBLICATIONS:

Producer to Consumer Directory, a guide to Direct Sources of Maine agricultural products.
Farming in Maine
Maine Agricultural Products Buyers Guide
Motion Pictures from Maine
Promotional fliers on various agricultural commodities.
Above publications are free.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Marketing.

BUREAU OF AGRICULTURAL MARKETING

DALE D. GULLICKSON, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001M; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Bureau of Agricultural Marketing was created to coordinate, expand and improve the domestic and foreign marketing of Maine agricultural products. The Bureau reestablishes the department's capability for creative market development.

ORGANIZATION: The Bureau has two operating divisions and five marketing agencies reporting to it. These are the Division of Market Development, Division of Quality Assurance, Potato Marketing Committee, Maine Potato Commission, Potato Marketing Improvement Committee, Agricultural Bargaining Board, Dairy and Nutrition Council and Dairy Promotion Board.

PROGRAM: The following programs are the specific responsibility of the Director:

Broccoli Market Order: Aroostook County broccoli growers voted to approve a market order in a referendum held in July, 1984. Provisions of the order include quality standards, shipping specifications and authorization for a promotion assessment.

Export Promotion: The Bureau aids potential exporters of agricultural and agriculturally related products to find and utilize international markets. For maximum effect it joins other Northeastern states in a regional approach through membership in Eastern United States Agricultural and Food Export Council, Inc. (EUSEFEC).

Marketing Orders: Marketing Orders and Agreements are designed to improve returns to growers through orderly marketing. They are programs through which producers of agricultural products can work together to solve marketing problems that they cannot solve individually. The Bureau holds hearings and referendums in behalf of, and at the request of, producers, producer groups, and processors to determine if specific orders shall become law. In 1985 a referendum was held on a fresh blueberry order but failed to be ratified.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL MARKETING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,236,115	450,182	534,782		251,151	
Health Benefits	66,693	24,064	29,257		13,372	
Retirement	186,475	67,072	81,947		37,456	
Other Fringe Benefits	6,504	2,301	1,599		2,604	
Computer Services—State	5,404		5,404			
Other Contractual Service	483,292	280,497	175,979		26,816	
Rents	39,417	32,473	6,944			
Commodities	44,348	38,188	6,078		82	
Grants—Subsidies—Pensions	85,367	16,790	28,212		40,365	
Equipment	8,101		8,101			
Interest—Debt Retirement	4	4				
Transfers to Other Funds	53,160	64	38,361		14,735	
TOTAL EXPENDITURES	2,214,880	911,635	916,664		386,581	

MAINE MILK COMMISSION

RICKY L. BRUNETTE, CHAIR
ROBERT K. PLUMMER, Executive Secretary

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3741
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: February 27, 1935 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 015; *Citation:* 7 M.R.S.A., Sect. 2952
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Milk Commission was established to exercise economic control over the purchasing, distribution and sale of milk within the State while taking into due consideration the public health and welfare and the insuring of an adequate supply of pure and wholesome milk. The Commission has the power to supervise, regulate and otherwise control the sale of milk within the State in such a manner as to supplement such supervision and regulations as are now imposed by existing statutes. It also has the power to conduct hearings, subpoena and examine under oath dealers with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

ORGANIZATION: A Maine Milk Control Law was enacted by the 87th Legislature in 1935. Under the law, a Maine Milk Control Board was created to exercise general economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed to the Maine Milk Commission.

However, effective October 2, 1975, the law was completely amended requiring the Commission to be comprised of 4 consumer members and the Commissioner of Agriculture, ex officio. None of the remaining 4 members of the Commission shall at the time of appointment or while serving as a member of the Commission, and no employee of the Commission, shall have any official business or professional connection with any person or firm whose activities are subject to the jurisdiction of the Commission.

The Commission holds regular meetings on the third Thursday of each calendar month and special meetings may be called by the chairman whenever requested in writing by 2 or more members. The Commission is financed by a hundred-weight fee assessment on industry members and receives no State tax monies. It was incorporated into the Department of Agriculture as an agency in the State Government reorganization legislation of 1973.

PROGRAM: In accordance with its statute, as interpreted by the State Supreme Court in two decisions, the Commission established and has in place an ongoing uniform system of accounts for reporting and allocating costs of processing, packaging and distributing milk within the State of Maine. Studies have also included cost of handling milk in retail food stores and cost of milk production on Maine farms. This is a cooperative effort between the Commission, the Department of Agricultural and Resource Economics at the University of Maine at Orono, the Maine Milk Dealer's Association, Inc., with contractual support from a national dairy consultant firm.

The Commission does not set fixed prices but merely establishes minimum prices based on the lowest achievable cost at which milk purchased from Maine producers can be received, processed, packaged and distributed within the State at a just and reasonable return, while insuring an adequate supply of pure and wholesome milk to Maine consumers.

Additional funds have been made available to the Commission by passage of emergency legislation in 1981. (Public Law 1981, Chapter 481) re-establishing minimum prices. The fees were increased from 3¢ per hundredweight to 5¢ per hundredweight, following the two week

de-controlled period in May, 1981. This 2¢ increase enabled the Commission to defray the added expenses inherent with carrying out the provisions of the 1975 law as interpreted by the courts. The assessment is equally divided among producers and dealers, and is based on the total volumes of milk produced and sold in Maine markets.

The Commission faced a public referendum in November of 1982 which, if successful, would have limited the Commission's minimum price setting to only the producer level rather than at wholesale and retail as well. The Maine public voted to defeat this referendum.

The Commission's most recent price order, Order #85-2, became effective January, 1985 and was subsequently adjusted to reflect the results of the Superior Court decisions of February 4, 7, and 15, 1985 which invalidated the volume delivery pricing schedule adopted by the Commission. This Order establishes dealer margins and sets the minimum wholesale and retail prices based on the lowest achievable costs. The minimum wholesale and retail prices are adjusted monthly based on the latest Class I price as announced by the Market Administrator in Federal Order #1. Order #85-2 resulted from Commission studies, collection of data and scheduling of extensive informational meetings in 1983 and 1984. Formal rulemaking proceedings began in mid-1984. Order #85-2 is an advancement and refinement of the procedures and analysis that went into the previous pricing order, Order #85-2.

By the enactment of P.L. 1983, c. 573, the Maine Legislature created the Maine Milk Pool by which it intended to "smooth out differences in milk prices" (7 M.R.S.A. Section 3151) paid to milk producers on the Maine and Boston markets. By agreement with the Commissioner of the Department of Agriculture, Food and Rural Resources, the Milk Commission serves as Pool Administrator. Rules governing the Pool's operation and administrative costs were adopted. Just prior to implementation of the Pool Program, its constitutionality was challenged and an injunction against its operation was issued by the Superior Court. The State and supporting intervenors appealed the Superior Court's decision to the Maine Supreme Court which overruled the lower court decision in December, 1984. A subsequent challenge in federal court was also unsuccessful. The Pool became operational in January, 1985 and during the first five months of operation had accounted for 270 million lbs. of milk and redistributed 652 thousand dollars to Maine producers at a start-up charge of less than 21 thousand dollars.

By the enactment of P.L. 1983, c. 484 the Maine Legislature enacted an emergency Destructive Competition Law which becomes effective in the event minimum wholesale or retail prices are not in effect. The Commission has proposed rules to govern the operation of the below cost law.

LICENSES, PERMITS, ETC.:

License:

Maine Milk Dealers and Subdealers

PUBLICATIONS:

Laws relating to the Maine Milk Commission (free)

Rules and Orders to Effectuate Maine Milk Commission Law (Mimeographed—free)

Hearing Procedures for Maine Milk Commission (Mimeographed—free)

State of Maine Maine Milk Commission Order #85-2. Effective January 1985 (available in Maine Milk Commission Office)

Rules governing operation and administrative costs of the Maine Milk Pool (Mimeographed—free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE MILK COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	94,481		94,481			
Health Benefits	5,313		5,313			
Retirement	15,160		15,160			
Other Fringe Benefits	400		400			
Computer Services—State	22		22			
Other Contractual Service	64,152		64,152			
Rents	5,377		5,377			
Commodities	2,857		2,857			
Grants—Subsidies—Pensions	602,233		602,233			
Transfers to Other Funds	329,591		329,591			
TOTAL EXPENDITURES	1,119,586		1,119,586			

BOARD OF PESTICIDES CONTROL

VAUGHN HOLYOKE, Ph.D.
ROBERT L. DENNY, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2731
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1965 *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 026; *Citation:* 7 M.R.S.A., Sect. 601 et seq. and 22 M.R.S.A. Chapter 258-A, Sect. 1471 A-Q

Average Count—All Positions: 8 *Legislative Count:* 1.0

PURPOSE: The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State by assuring safe, scientific and proper use of chemical pesticides. The primary responsibilities of the Board are to examine and license commercial pesticide applicators; to license dealers of restricted-use pesticides; to certify farmers and other private individuals for purchase and use of restricted-use pesticides; to promulgate regulations regarding pesticide use; to issue permits for limited-use pesticides; investigate use of pest control chemicals; to prosecute violations or initiate license-suspension actions; and to cooperate with other agencies in environmental monitoring and protection.

ORGANIZATION: The Board of Pesticides Control was established in 1965, funded in 1969, staffed with a supervisor and secretary in 1970, and in 1973 placed within the Department of Agriculture. In 1981 the Legislature transferred to the Board all the authority of the Commissioner of Agriculture to register pesticides. The original Board was composed of the Commissioners of eight State agencies, but in 1980 the Legislature reconstituted the Board to comprise seven public members appointed by the Governor for a four-year term. Qualifications for three of the members are prescribed by statute to include persons knowledgeable about pesticide use in agriculture, forestry and commercial application, while one person must have a medical background and another be either an agronomist or entomologist at the University of Maine. The remaining two public members are selected to represent different economic or geographic areas of the State. The Board annually elects a chairman from its membership and employs personnel as necessary. Federal Environmental Protection Agency grants now provide 50% funding for the Certification Coordinator and 80% funding for three pesticides inspectors.

PROGRAM:

Licensing. The Board certifies and licenses applicators and dealers of restricted-use pesticides to assure that those pesticides which are most likely to cause adverse effects to the environment or applicator are handled properly. In January, 1984 the Board instituted two levels of commercial applicators (operator and master which is supervisory)—licensing 538 operators and 310 masters. There were also 103 dealers holding annual licenses and nearly 3,000 private applicators holding licenses issued for a three-year period.

Monitoring and Enforcement. Board staff monitors the use and environmental impact of pesticides and investigates pesticide misuse complaints. This includes inspection of application equipment, storage and disposal areas; return for deposit and disposal of certain restricted pesticide containers; observation of applications; sampling pesticides in use or storage; and sampling pesticide residues on crops, foliage, soil, water or elsewhere in the environment. Violations of the Board's rules are subject to enforcement action, which could include suspension or revocation of applicator or dealer license, and imposition of fines.

Information and Education. The Board publishes and disseminates information to inform the public of the potential for injury resulting from improper application or handling of pesticides; the methods and precautions designed to prevent this injury; and the availability of alternative control techniques.

Registration. Pesticide products must be registered annually for distribution in Maine. In 1984, the Board registered 3,856 products and the accompanying fees support not only many of the Board's activities but also funded medical research on pesticide applicators to measure their exposure levels.

LICENSES, PERMITS, ETC.:

License:
- Commercial Pesticide Applicators
- Pesticide Dealers
- Private Pesticide Applicators

Permit:
- Limited-Use Pesticide
- Critical Area Pesticide Use

PUBLICATIONS:

Board of Pesticides Control Statutes, Free
Board of Pesticides Control Regulations, Free
Maine Pesticide Control Act of 1975, Free

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF PESTICIDES CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	210,161	28,638	100,066		81,457	
Health Benefits	10,068	797	4,360		4,911	
Retirement	32,072	4,546	14,863		12,663	
Other Fringe Benefits	1,253	184	575		494	
Computer Services—State	3,862		3,862			
Other Contractual Service	235,772	51,154	134,213		50,405	
Rents	7,869	100	5,121		2,648	
Commodities	23,577	1,535	19,011		3,031	
Equipment	14,772		3,100		11,672	
Transfers to Other Funds	26,958		17,933		9,025	
TOTAL EXPENDITURES	566,364	86,954	303,104		176,306	

DIVISION OF PLANT INDUSTRY

TERRY L. BOURGOIN, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001C; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 37.5 *Legislative Count:* 5.5
Organizational Units:
(Office of) State Horticulturist

PURPOSE: The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or growing of weak, diseased or insect-infested commercial plant stock, fruits or seed; and with bees and the keeping of bees. Its primary responsibilities are to enforce the statutes relating to inspection of nurseries, orchards, fields, and gardens; inter-state transportation of plant stock; certification of seed potatoes; bees and bee keepers. The Division enforces regulations dealing with quarantine procedures, seizure, disinfection, destruction or other disposition of any plant material or bees carrying disease or insect infestation.

ORGANIZATION: The Division of Plant Industry was established in 1919. In the early years, the Division was greatly involved in insect control having to do with the corn borer, gypsy moth, browntail moth, Japanese beetle, and greenhead fly. As these functions were assumed by others, the emphasis of the Division shifted to work with commercial seed potato growers, nurserymen, orchardists, florists, bee keepers, small fruit and vegetable growers and other activities.

A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry. The Bureau of Horticulture as an organizational unit was abolished in 1972.

Chapter 731 of Public Laws of 1979 repeals the Statutory reference which created this unit. P.L. 731 also requires this division to report to a Bureau Chief rather than directly to the Commissioner.

PROGRAM: A major activity of this Division is the certification of seed potatoes, a self-supporting service paid for through fees charged to seed potato producers. Horticulture activities have involved the full-time services of the State Horticulturist, two assistants and a secretary. Nursery and greenhouse inspections are their major responsibilities. The Apple Tree Pool, formerly administered by the Division, was abolished this year.

A full-time State Apiarist was hired to carry out the Division's responsibilities for bee inspections and licensing of beekeepers.

Division personnel are often called upon to work with the plant and garden societies, judge at fairs and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as the Maine representative to the Eastern Plant Board. The concern of this body is with the state-federal implementation of plant insect and disease quarantines to protect food and fiber in Maine as well as other states and countries.

In 1980 this division continued a program for Certification of Field Seeds that had been discontinued in 1961. Certification of Oats is the primary effort of this program along with a small buckwheat acreage. Sixty acres of Aroostook Winter Rye, a new winter resistant variety adapted to Maine, was entered for certification in 1980.

In 1981 an Entomologist III was added to this department with the assignment of working on Intergrated Pest Management. Present work is on more efficient use of pesticides that results in less total pesticides used overall.

LICENSES, PERMITS, ETC.:

License:
- Nurseryman
- Beekeepers

Certificate:
- Phytosanitary
- Certified Seed

Permit:
- Maine (intra- and interstate) Plants

PUBLICATIONS:

List of Seed Potato Growers—annual (free)
List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
List of Registered Beekeepers—annual (free)
List of Licensed Small Fruit Plant Growers—annual (free)
The Maine Leaf—monthly (free)
Floral Emblem of Maine (free)
The Plant Kingdom (free)
Plant Conservation List for the State of Maine (free)
Nature of Weeds (free)

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Production.

SEED POTATO BOARD

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE
JOSEPH L. HARRINGTON, Secretary

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3891
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 014; *Citation:* 7 M.R.S.A., Sect. 2151
Average Count—All Positions: 13 *Legislative Count:* 0

PURPOSE: The Seed Potato Board was established to foster and improve the seed potato industry of the State of Maine. Its primary responsibilities are to produce or cause to be produced through contract or otherwise, such acreages of foundation seed potatoes or various varieties as it may determine for distribution and sale to the Maine potato growers; to work with and through the Maine Agricultural Experiment Station of the University of Maine in conducting a program of foundation seed potatoes annually; to purchase, own, sell or convey farm real estate and farm equipment as necessary for the purpose of producing acreages of seed potatoes; and to make rules and regulations pertaining to its program of production, distribution and sales of seed potatoes. Proceeds from sales are credited to the operating account of the Board.

An additional function of the Seed Potato Board is the operation of a 70 acre seed farm in the Homestead, Florida area where winter testing of seed potatoes is conducted. A professional roguing service is available to foundation seed potato growers to improve the quality of Maine Seed Potatoes; and operation of a 20 acre variety and seedling test plot for new varieties at Sangerville, Maine.

ORGANIZATION: The Seed Potato Board was organized in April, 1945. It consisted of six members appointed by the Governor from specified areas for terms of three years, plus the Commissioner of Agriculture to serve as chairman. Changes in the Board's structure since then have been minor. The Commissioner now is the appointing authority and the Board elects its chairman. The Board is authorized to employ a secretary who need not be a member. Traditionally, the Director of the Division of Plant Industry has served as secretary to the Board.

PROGRAM: In FY 82 the nuclear seed program was initiated, utilizing the greenhouse and laboratory constructed and equipped during FY 82. Stem-cuttings and leaf-bud cuttings produced enough propagative material to plant 12 acres of plots in the spring of 1983. Propagative material produced in the greenhouse is pathogen-tested by the most sensitive serological tests available. The production from the current nuclear and seed plots will plant 60-70% of the 1984 crop at Porter Farm. It is anticipated that 100% of the 1985 crop will be derived from the nuclear seed program.

A 2400 sq. ft. addition was constructed at the potato storage at Porter Farm to facilitate handling of the crop during sorting and packing. Temperature monitoring and humidification equipment, combined with the extra space for storing sorted potatoes, has allowed for improved quality of the crop sold to seed potato growers.

The Florida Farm is located in an area with a high rate of crime and has been subject to theft. To thwart additional losses an electronic security system was installed in 1983 in both the packing shed and residence.

PUBLICATIONS:

Report of Florida Test on Seed Potatoes—annual (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SEED POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	313,608	29,129				284,479
Health Benefits	16,665	969				15,696
Retirement	48,430	4,504				43,926
Other Fringe Benefits	1,058	116				942
Other Contractual Service	219,801	94,777				125,024
Rents	7,421	5,125				2,296
Commodities	248,463	99,915				148,548
Grants—Subsidies—Pensions	6,880	356				6,524
Transfers to Other Funds	14,088					14,088
TOTAL EXPENDITURES	876,414	234,891				641,523

MAINE POTATO COMMISSION

RICHARD KNEELAND, CHAIRMAN
EDWIN S. PLISSEY, Executive Director

Central Office: 744 Main St., Presque Isle *Telephone:* 769-5061
Mail Address: 744 Main St., Room 9, Presque Isle, Maine 04769
Established: August 20, 1955 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 025; *Citation:* 36 M.R.S.A., Sect. 4563
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Potato Commission was established to conserve and promote the prosperity and welfare of the potato industry of the State of Maine. The primary responsibilities of the Commission are to appropriate, expend and otherwise administer monies received from the excise tax on potatoes raised in Maine for such purposes as the Commission determines to be in the best interest of the Maine potato industry. Funds are used to advertise and promote the sale of Maine potatoes and to underwrite research for better methods of producing, shipping, merchandising and manufacturing of potato products.

ORGANIZATION: The Commission is a seven-member group, serving three-year terms, representing grower, processor and shipper elements of the industry. The Commissioner selects a chairman and vice-chairman from its members, and appoints an Executive Director to administer programs and policies established by the Commission.

PROGRAM: During fiscal year 1984-85, the Maine Potato Commission budget increased substantially as the increase in potato tax to 5¢ per cwt. marketed, as adopted by the 111th Legislative session, came into being for the potato industry. Potato tax revenue for 1984-85 at $749,556 till July 1 was nearly double the tax revenue received in 1983-84.

The 1984 potato crop was down substantially from previous years with 89,000 acres indicated for harvest, following a very difficult spring growing season that saw several thousand acres lost to ground-out, wash-out and seed piece rot. The Crop Reporting Service indicated that 21.8 million hundredweight of potatoes were harvested in 1984 and tax records indicate only 15.4 million hundredweight were marketed with potato tax paid on them, reflecting a very heavy shrink due to grade defects, damage at harvest, and shrinkage loss in storage. Marketing the 1984 Maine potato crop was a demoralizing experience for Maine potato producers with prices for Maine round white potatoes falling well below prices received for Russet and red potates in other producing areas.

The investment of the 1984-85 potato tax revenue by the Maine Potato Commission included $100,000.00 earmarked specifically to the Maine Potato Council for payment of accumulated indebtedness for attorneys' fees in fighting the import of Canadian potatoes before the International Trade Commission. The $100,000.00 was provided in addition to the regular 20% of the Maine potato tax mandated by State law to be received by the Council for the conduct of its annual program of activities.

Utilizing its familiar merchandising logo, "A Little Bit of Maine in Every Bite", the Maine Potato Commission conducted a strong campaign of merchandising, trade show participation, and consumer advertising during the 1984-85 year, utilizing a higher budget as a result of the potato tax increase. The program featured a return to consumer advertising in four key markets, a strengthened merchandising program in Northeastern market areas and increased participation in produce trade show events.

Promotional Events: The Commission, at the recommendation of its Advertising and Promotion Committee, determined early in the market season that a top priority should be to bolster promotion efforts in the Northeast market area where Canadian imports have had a significant impact on Maine potato utilization. The Commission developed a two-part market support radio promotion program where important groundwork by merchandisers George and Mary Fisher was done through contact with the various major chain stores, seeking their participation in a radio promotion effort. Most major chains in the metropolitan area from Philadelphia to North Boston were signed to participate with tag lines in the radio campaign with each chain featuring Maine potatoes in their newspaper advertising and offering special couponing or premium inducement to consumers purchasing Maine potatoes. In all, four major radio flights were run. The radio buys in each market were based upon the ability to negotiate the most cost effective method to reach female consumers age 25 to 54 based upon Marketron demographic data.

The Boston market featured two radio runs. The first radio buy initiated December 3 and lasted to December 22, 1984, utilizing Boston area stations WHDH-AM, WVBF-FM and WBZ-AM. In all 107 radio spots were aired which reached 41.2% of the anticipated market with 1,631,800 gross impressions received for the target market audience. The New York radio run featured stations WNBC-AM and WYNY-FM. One hundred forty-eight spots were purchased during the promotion period January 21 through February 10, 1985. The Marketron data indicated 4.6 million gross impressions were made on the target audience, which achieved 21.4% of the potential market. The Philadelphia radio run was purchased January 21 through February 10, 1985 on stations WEAZ-FM and WCAU-AM. One hundred and fifty-three spot ads were aired, achieving 2.3 million gross consumer impressions on 26.5% of the market. The final Boston radio run was conducted March 12 through March 22, 1985, utilizing stations WVBF-FM and WJIB-FM and regional stations WHAV-AM, WLYT-FM, WKOX-AM, WXJY-FM, WALE-AM, WTAG-AM, WFGL-AM, WXLO-FM and WFEA-AM. Each station ran a minimum of 24 spots and additional talk show time was achieved by the media buy. Consumer impressions of 1.1 million were achieved in the Greater Eastern Massachusetts area representing 23.9% of the potential market.

Evaluation of the radio purchase was made by tabulation of truck unload data in each of the key markets and compilation of chain store feature ads by our merchandising staff. Despite intense competition from Canadian potatoes in the key markets and a heavy influx of Western Russets, the promotion effort achieved increase in shelf space for Maine potatoes in most of the major chains and significant increases in unload data was observed in all three major market areas. The unload data reflected a decline in Maine potatoes utilized following the close of each radio promotion, but overall unloads maintained at levels somewhat higher than pre-radio campaign levels as a result of the advertising effort.

The Potato Commission participated in eight major trade promotion events during the market year. Trade dinners were hosted in the Greater New York market area and in the Boston market area. The Commission participated in the Produce Marketing Association exhibition in Washington, D.C. in October; in the Pennsylvania Farm Show at Harrisburg, Pa. in January; at the United Fresh Fruit and Vegetable Show in Las Vegas, Nevada in February; the Eastern States Exposition in West Springfield, Mass.; the Maine Agricultural Trades Show held annually in Augusta; the New England Food and Lodging Show held in Boston in April; and small promotional shows held by Purity Supreme stores, the Maine Development Foundation, Hannaford Brothers and the Maine Farm Bureau Young Farmers Association.

Promotional advertising appeared in The Packer, The Produce News, Restaurants and Institutions magazine, the Fruit and Vegetable Reporter, and seed potato ads in two regional publications. A strong promotional effort has been built around the promotion of B size Maine round white potatoes as Baby Maines. This concept of promotion has developed considerable response from the institutional market and an expansion of the effort is planned in the next marketing year. Trade advertising was devoted to promoting Maine's new quality image and our Maine bag program.

New point-of-purchase materials were prepared at a cost of $7100. The new dual-sized price cards, featuring three high impact four-color photos were printed into 20,000 kits. New recipe brochures in four color were developed and 350,000 were printed at a cost of $12,400. A new seed brochure, 12 pages of four-color photos and promotion information was developed and 6,000 copies were printed at a cost of $7700. A new producer packer booklet was also developed in conjunction with the Maine Potato Sales Association, the Quality Control Board, and members of the processing community. Six thousand copies of that brochure will be distributed throughout the marketplace during the next year.

Our public relations program has continued to feature Brittany Baker appearing on numerous television and radio talk show programs and interviews with regional market food editors. Brittany was the guest on WALE radio, Fall River; WKOX radio, Framingham; WMER, Portland; and WCBB, Maine PBX in Lewiston. In addition, she appeared over WSUB, Groton; WELI, New Haven; WCBR, Connecticut PBS; WERZ, Exeter; WTAG, Worcester; WMJX, Boston; and WPRI-TV in Providence, R.I. In addition, trade promotional articles appeared in numerous daily and weekly newspapers throughout the market area and an exceptional response for recipe information has been achieved as a result of the public relations effort. The Commission has selected the Jackson Advertising firm to continue its public relations, market development and promotional work during the 1985-86 marketing year.

Research Programs: During fiscal year 1984-85, the Maine Potato Commission invested potato tax monies in research at the Maine Agricultural Experiment Station, the Northern Maine Regional Planning Commission, the Maine Seed Potato Board, and provided executive time and leadership to studies conducted by the Cooperative Extension Service on potato marketing. Grant monies included cooperative financing of an on-going potato breeding and variety development program at Aroostook Research Farm, biological studies on the control of Rhizoctonia, the Colorado potato beetle and other insect pests, and numerous studies on other potato disease virus identification and potato seed development projects. In addition, monies were funded for alternate crops development, support of several programs in the Department of Food Science at the Maine Agricultural Experiment Station and co-operating research studies underway with the USDA Soil & Water Research Laboratory.

Market Education Program: The Market Education Committee of the Maine Potato Commission sponsored a very successful Maine Chip Potato Development Seminar in Bangor, cooperated with the anti-bruising campaign conducted by the Cooperative Extension Service, potato storage educational tours held by the Cooperative Extension Service, and field days held at the Aroostook Research Farm. In addition, the Maine Potato Commission conducted a Young Farmer Market Study Tour of the Northeast U.S. markets in conjunction with the Central

Aroostook Young Farmers Association, participated in irrigation education workshops conducted by the Cooperative Extension Service, and supported a study tour of computer use in international agriculture.

Other Activities: During 1984-85, the Maine Potato Commission invested potato tax funds in support of market-related activities of the Maine Potato Sales association and worked closely with the Maine Potato Industry Long Range Planning Committee in developing implementation programs for redevelopment of the Maine potato industry. Twenty per cent of the Maine potato tax was invested in the activities of the Maine Potato Council.

Office facilities and clerical assistance were provided to the Long Range Planning Committee, the Maine Potato Sales Association, the Maine Russet Potato Marketing Order Program, the Maine Potato Export Board, which functions in cooperation with promotional programs of the Maine Potato Commission. The Executive Director of the Maine Potato Commission has provided leadership to the Maine Potato Blossom Festival, the Northern Maine Agricultural Trades Show, the Northern Maine Fair, the Export Development Committee of the National Potato Promotion Board, and the Managers Advisory Committee of the National Potato Council.

During 1984-85 the Potato Commission provided full funding of a reorganization consultant study and implementation program for the creation of a restructured leadership for the Maine potato industry. In excess of $50,000 of potato tax money was raised for the restructuring-reorganization study project. The potato industry will present a legislative package to the 113th legislative session for adoption of the proposed potato industry leadership organization.

The Maine Potato Commission maintains active membership and cooperation with promotional programs of the National Potato Council, the National Potato Promotion Board, the United Fresh Fruit and Vegetable Association, the Potato Association of America, the Produce Marketing Association, the Potato Chip/Snack Food Association, the Maine Development Foundation, the Maine Grocers Association, and the Maine Plant Food Educational Society.

PUBLICATIONS:

Laws relating to the Maine Potato Commission (mimeographed—free)
Maine Potato Recipe booklets (printed—free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE POTATO COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	78,842		78,842			
Health Benefits	3,942		3,942			
Retirement	13,751		13,751			
Other Fringe Benefits	342		342			
Other Contractual Service	325,134		325,134			
Rents	6,637		6,637			
Commodities	2,565		2,565			
Grants—Subsidies—Pensions	323,971		323,971			
Equipment	9,060		9,060			
Transfers to Other Funds	38,038		38,038			
TOTAL EXPENDITURES	802,282		802,282			

MAINE POTATO MARKETING COMMITTEE

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3491
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1953 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 013; *Citation:* 7 M.R.S.A., Sect. 995
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Potato Marketing Committee's purpose is to correlate potato marketing, to provide for uniform grading, to develop new markets, to establish orderly marketing procedures and to eliminate or reduce economic waste in the marketing of potatoes, upon the issuance of a marketing order. Such order is effective only upon approval of two-thirds of Maine's potato producers participating in a referendum for that purpose.

ORGANIZATION: The Committee consists of 8 members, of whom 5 are producers and 3 are handlers. For each member of the Committee there must be an alternate who has the same qualifications as the member. Persons selected as Committee members or alternates to represent producers are individuals who are producers in the respective district from which selected officers or employees of a corporate producer in that district and such persons shall be residents of the respective district for which selected. Persons selected as Committee members or alternates to represent handlers are individuals who are handlers in the State or officers or employees of a corporate handler in this State and such persons must be residents of the State.

PROGRAM: The Maine Potato Marketing Committee was constituted for the first time since authorization by the establishment of a Maine Russet Potato Marketing Order in August 1979. The Committee's responsibility is limited to the marketing of russet varieties of Maine potatoes.

An amendment to the marketing order was adopted during the 1982-83 shipping season which clarified certain definitions and permitted packaging and marketing of size "B" russets in consumer packages on an experimental basis.

FINANCES, FISCAL YEAR 1985: This unit did not receive or expend funds in FY 85.

POTATO MARKETING IMPROVEMENT COMMITTEE

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle *Telephone:* 764-6119
Mail Address: 744 Main Street, Presque Isle, Maine 04769
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 329; *Citation:* 7 M.R.S.A., Sect. 972
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Potato Market Improvement Committee's purpose is to help stimulate the improvement of the potato industry, to advise the Commissioner on the development and implementation of improved potato marketing systems, particularly storage and central packing facilities; and to advise the commissioner concerning funding and expenditures of the Potato Market Improvement Fund.

ORGANIZATION: The committee consists of 8 members appointed by the Commissioner, of whom one member represents the University of Maine; one member represents the Maine Potato Council; one member represents the Maine Potato Commission; one member represents the Maine Potato Sales Association; one member represents the Farmers Home Administration; one member represents the Farm Credit Service; one member represents the State Development Office; and one member represents the public.

PROGRAM: The Committee's principal responsibility is to advise the Commissioner of Agriculture on the disposition of loan funds made available through the sale of State revenue bonds. Pursuant to the Committee's Advice, the Commissioner adopted rules outlining the criteria for loans in four separate areas: sprout inhibition, storage retrofits, facility expansions, and new facility construction.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Department of Agriculture, Food and Rural Resources.

DIVISION OF POULTRY AND LIVESTOCK

DAVID F. DINEEN, D.V.M., ACTING DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001L; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 12 *Legislative Count:* 10

PURPOSE: Principal functions of the Division of Poultry and Livestock Production are to prevent the introduction and spread of contagious, infectious, and parasitic diseases among poultry and livestock, especially those diseases transmitted to man either directly or indirectly and those of greatest economic importance; to maintain fair and equitable practices in the buying and selling of poultry and livestock and to encourage practices in those transactions which will eliminate diseased and unfit animals; to supervise and maintain the State-Federal laboratory for disease control purposes; to assist the secretary of the Board of Veterinary Examiners; and to promote animal husbandry in this State.

ORGANIZATION: The Division of Animal Industry was established in 1919 as a unit of the Department of Agriculture. Under the Maine Agricultural Development Act of 1980 the name was changed to Poultry and Livestock Production in the Bureau of Agricultural Production. The new Bureau is responsible for functions directly related to the development and maintenance of the State's food and fiber production capabilities and with the responsibilities of disease control of livestock and poultry in the State. The State Board of Veterinary Medicine was placed within the Department of Agriculture in legislation effective October, 1973, and the clerical aspects of the Board were assigned to this Division.

Chapter 731 of Public Laws of 1979 repealed the Statutory reference which created the Division of Animal Industry, effective July 3, 1980.

PROGRAM: The program of the Division is implemented in the following facets.

Control of Livestock and Poultry Diseases. Division of Animal Industry personnel provide professional and technical direction necessary to control livestock and poultry diseases and to supervise veterinarians in surveillance programs to amply protect livestock and poultry. One new program of the Division concerns cattle imported into the State, which must be negative to Brucellosis and Tuberculosis tests within thirty days of importation. A 45-120 day post importation test is performed. All equine must be negative to the Coggins test within six months of date of entry. Other reportable diseases are in the surveillance program presently being con-

ducted. In addition to the above duties, Division veterinarians are assisting the State Harness Racing Commission in collecting urine or blood from the several racetracks in the State.

Agricultural Fairs. The Division provides the professional and technical direction necessary to insure agriculture fair stipend data consistent with statutory responsibilities as well as assistance to agricultural fairs receiving monies from stipend funds. Animals at fairs are monitored for the presence of disease and the illegal use of drugs.

Livestock Promotion. The Division will provide technical and professional direction to promote animal husbandry in the State. A Sheep Development Specialist has been provided to coordinate the sheep industry and implement the Sheep Development Plan.

LICENSES, PERMITS, ETC.:

License:
- Swine Garbage Feeders
- Livestock & Poultry Dealers

Permit:
- Importation

Certificate:
- Veterinary Inspection

PUBLICATIONS:

Suggested Guidelines in Managing Maine's Most Common Infectious and Parasitic Disease of Livestock. (free)

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agricultural Production.

BUREAU OF AGRICULTURAL PRODUCTION

PETER N. MOSHER, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001P; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 17.5 *Legislative Count:* 17.5

PURPOSE: The Bureau of Agricultural Production was established by the Agricultural Development Act of 1980 to provide increased capability for the development of livestock and crop enterprises as well as feed and cover crops, oil crops, and vegetables. To carry out this responsibility, the Bureau has developed programs to prevent, control and eliminate plant and animal diseases; to develop and expand production of the livestock, poultry and plant industries in the State; and to encourage improved potato production and promising new field crops; and to generally promote horticulture and animal husbandry.

ORGANIZATION: To conduct and administer these programs, the Bureau is organized into two divisions: the Division of Poultry and Livestock and the Division of Plant Industry. The Division of Poultry and Livestock has primary responsibility for the prevention of contagious diseases among domestic animals, for promotion and development of livestock production, and for supervision of the Federal-State disease control laboratory. The Division of Plant Industry has three major activities: certification of seed potatoes, general horticulture, and crop development and promotion.

PROGRAM: Specific activities and accomplishments of the Bureau are included separately in the reports of its sub-units.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL PRODUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	765,385	380,947	344,305		40,133	
Health Benefits	41,121	17,384	21,341		2,396	
Retirement	118,949	60,029	52,714		6,206	
Other Fringe Benefits	4,171	1,925	2,066		180	
Computer Services—State	65		65			
Other Contractual Service	234,376	155,397	78,934		45	
Rents	18,670	12,426	6,244			
Commodities	55,768	24,858	30,910			
Grants—Subsidies—Pensions	34,185	15,985	18,200			
Equipment	39,733	8,883	30,850			
Interest—Debt Retirement	5	5				
Transfers to Other Funds	101,737	75,000	24,608		2,129	
TOTAL EXPENDITURES	1,414,165	752,839	610,237		51,089	

BUREAU OF PUBLIC SERVICES

KAY R. H. EVANS, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3219
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001S; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Bureau of Public Service was established as part of the Agricultural Development Act of 1980 to consolidate regulatory and consumer protection responsibilities.

ORGANIZATION: The Bureau includes the Division of Regulation, the (Office of) Sealer of Weights & Measures, the Animal Welfare Board, and the Maine Milk Commission, all of which report separately in this annual report.

PROGRAM: The Division of Regulation includes a variety of inspection services designed to provide consumer protection in the marketplace. It carries out sanitation inspections in food processing plants, retail food stores, milk plants and dairy farms, inspects farm water supplies, and inspects food products to assure they are fairly identified with respect to labeling and grade. The Division also is responsible for registering feeds, fertilizers and agricultural seeds, assuring accuracy in their labeling and for administering the Returnable Container Law. Within this Division is the Weights & Measures program, which assures uniformity in commercial transactions where measurement is used to determine quantity.

The Animal Welfare Board enforces the state laws relating to humane treatment of agricultural livestock and domesticated and wild animals. The program is serviced by humane agents statewide who respond to complaints concerning inhumane treatment of animals. The Board also administers the licensing of dogs in the State and is responsible for licensing and inspection of boarding kennels, pet shops and shelters.

The Maine Milk Commission establishes minimum producer, wholesale and retail prices for milk. It is funded entirely by producer and dealer fees. The Commission, by agreement with

the Commissioner of Agriculture, Food and Rural Resources, is the Administrator of the Maine Milk Pool.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	699,796	577,090	122,706			
Health Benefits	44,005	38,218	5,787			
Retirement	101,096	82,148	18,948			
Other Fringe Benefits	3,528	2,839	689			
Other Contractual Service	366,709	326,872	39,837			
Rents	12,276	12,276				
Commodities	14,935	13,412	1,523			
Grants—Subsidies—Pensions	796	136	660			
Equipment	6,455	5,606	849			
Transfers to Other Funds	8,301		8,301			
TOTAL EXPENDITURES	1,257,897	1,058,597	199,300			

DIVISION OF QUALITY ASSURANCE

DAVID E. GAGNON, ACTING DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2161
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1917 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001G; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 78 *Legislative Count:* 10

PURPOSE: The Division of Quality Assurance was established to grade and/or inspect agricultural products for quality, condition, grade and size at applicant's request on a fee basis, and to inspect certain agricultural products on a regulatory basis. Its primary responsibilities are to inspect fruit and vegetables for members of the industry requesting the service; to grade poultry at poultry processing plants for quality; and to inspect eggs at various packing plants.

ORGANIZATION: The Division's internal organization is comprised of produce inspectors, who work under the supervision of the Director. A specific count of professional staff is included in the program description of this Division.

PROGRAM:

Fruit and Vegetable Inspection. The Division of Quality Assurance maintains an office in Presque Isle where 98% of the Shipping Point Inspection program on potatoes is carried out. This office is manned by a chief potato inspector, two supervisors, and two clerks—plus 26 shipping point inspectors stationed throughout Aroostook County who inspect potatoes at various loading points. Potatoes are shipped by either trailer trucks or rail cars. This work is done on a request basis by the shippers or packers and is paid for by same. We also have several inspectors in the various Processing Plants located in Aroostook County. The Division uses three inspectors on peas and one on broccoli in Aroostook County during the processing season. The Division has one inspector on apples in the Central and Southern part of the state. This man checks the various Controlled Atmosphere Storage on apples to make sure they meet

the Controlled Atmosphere Law. Also, this man handles all Terminal Market Inspections on fruits and vegetables at the various markets in the state on request by the applicant and is the only licensed grader of live lambs in the state.

Poultry and Egg Grading. The Division has 12 regular graders on the poultry and egg program plus two spare employees, one State Supervisor and one Federal Supervisor. This is a voluntary program in which processing plants pay the USDA for grading service and the State is reimbursed by a Federal Trust Agreement. It is the poultry grader's responsibility to see that all birds below Grade A are removed and only Grade A birds are packed in containers with the proper grade. The egg inspectors check the product after it has been graded and packed to assure the packer that the product meets the grade marked on the container. These programs not only assure the packers of a better product, they guarantee the consumer a better product to purchase at the retail level.

The Division also enforces the federal Egg Products Act for which the Department is reimbursed by the Federal Government.

Potato Licensing Law. The Division of Quality Assurance has taken over the responsibility for the enforcement of the Maine Potato Licensing law and Dry Bean law, requiring all buyers, dealers, brokers, agents and processors (not including retailers) buying Maine potatoes and dry beans (in wholesale or jobbing quantities to obtain a license.)

Quality Assurance. The 111th Legislature provided funds to increase the Division's full-time staff by five inspectors in order to increase enforcement of the so-called Branding Law (7 MRSA Chapters 101 and 103). Inspectors visit wholesale packing operations throughout the State to determine if products being packaged meet certain minimum State or Federal standards. Commodities covered in 1984-85 included apples, dry beans, eggs, maple syrup and potatoes. When violations of the Branding Law are discovered, the product is held for repackaging under supervision. Three violations resulted in court action during 1984-85. In each case, judgment was rendered in favor of the Department.

Minimum Standards for Planting—Potatoes. The Division has taken over the responsibility of enforcement of Minimum Standards for Planting. This is accomplished by Branding Law inspectors performing audits on forms submitted by growers to certify that certified seed has been planted. The intent of the law is to improve the overall quality of the potato crop by reducing disease content in potato seed.

Objective Yield on Potatoes. Six people are used on this work starting in mid-August and lasting through harvest. These workers are loaned to the U.S. Department of Agriculture Statistical Reporting Service. The salary and expenses for these employees are reimbursed by the USDA.

LICENSES, PERMITS, ETC.:

License:
- Users of Blue, White & Red Trademark
- Providers (of trademark supplies)
- Potato Dealers
- Dry Bean Dealer's

Registration:
- Controlled Atmosphere Apple Storage

PUBLICATIONS:

Laws relating to Establishing Licensing for the Marketing of Potatoes (Mimeographed—free)
Laws relating to Establishing Licensing for dry bean dealers (free)

(The following are all mimeographed sheets—free)

Regulations Pertaining to the Operation of Controlled Atmosphere Storage for Apples
Requirements for Use of State of Maine Blue, White and Red State Trademark
Requirements for Use of State of Maine Blue, White and Red Trademark on Maple Syrup
Maple Regulations
Maple Standards
Maine Apple Grading Law
Maine Potato Branding Law

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $1,814,117 in FY 85 and are, by administrative decision, included with those of Bureau of Agricultural Marketing.

DIVISION OF REGULATION

CLAYTON F. DAVIS, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3841
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1919 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001B; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 60 *Legislative Count:* 29
Organizational Units:
(Office of) Sealer of Weights and Measures

PURPOSE: The Division of Regulation was established to ensure a safe and adequate food supply for citizens of the State of Maine and its visitors and to protect the public economically through the proper administration of the State food and weights and measures laws. Its primary responsibilities are to inspect all foods, food processing establishments, dairy farms, stores and other food outlets; to inspect feeds, seeds, fertilizers and hazardous substances and to perform the duties of the State Sealer of Weights and Measures.

The Division is also responsible for the continuing surveillance of the "Returnable Container Law" and bottle redemption centers. Furthermore, it causes to be sampled and analyzed all of the items it inspects. The Division answers consumer complaints on food items, and analyzes all suspicious products.

The Division works in cooperation with the Federal Food and Drug Administration on recall of products, and constructively inspects to benefit the industry and the consumer.

ORGANIZATION: The Division of Inspections, created in 1919, was renamed Division of Consumer Protection in 1967, with the original designation restored by 1972 State government reorganization legislation. In 1980 the Division received its present name.

The State Sealer of Weights and Measures was first authorized in 1839, and in 1911, the Commissioner of Agriculture was named to serve as the State Sealer.

PROGRAM:

Food Program. The program administers and enforces the inspection and licensing of retail food stores, home food processing businesses, commercial food processing establishments, food warehouses, mobile food vendors, beverage plants and bottle redemption centers. It is also responsible for enforcement of the Returnable Container Law. Inspectors have the responsibility to assist food business in order to insure proper compliance.

Sardine Program. This program insures continual inspection of packing plants during canning operations. Sardines are sampled before and after packing. Finished products are graded in compliance with grading standards established by the industry.

Blueberry Program. The Blueberry Inspection Program is seasonal. Inspectors are responsible for in-plant sanitation and blueberry maggot control.

Dairy Inspection. The program is responsible for the Inter-State Milk Shippers Program and the Pasteurized Milk Ordinance Code. Dairy farms are inspected two times a year and milk processing plants four times a year. Pasteurization equipment is tested and sealed, milk products sampled, farm bulk tanks calibrated and farm calls are made to offer assistance on construction of buildings, installation of equipment and operation of water supplies. Calls are made at plants to offer similar assistance. Licenses are issued to milk dealers in and out of state. Bulk milk handlers and their equipment are inspected to insure proper producer samples. Wholesale frozen dessert (ice cream) manufacturers are inspected and licensed yearly. Producer composite

samples are checked to assure proper testing. Two inspectors are FDA Certified Milk Sanitation Rating Officers and milk sampling surveillance officers.

Feed Program. This program includes the regulation of all animal feeds (livestock, poultry, dogs, cats and specialty pets). A product registration and sampling program is maintained to determine any adulteration and/or misbranding of products being distributed in the state.

Seed Program. The seed program is a regulatory program involving the sale and distribution of agricultural, vegetable and tree and shrub seeds. Compliance is maintained through market inspection and seed sample analysis.

Fertilizer Program. The fertilizer program involves the regulatory control of the sale and distribution of plant food products. It maintains a registration and sampling program.

LICENSES, PERMITS, ETC.:

License:
- Seed
- Weighmasters
- Weighing Device Dealers & Repairmen
- Wood Scaler
- Milk Dealers
- Babcock Testers
- Food Establishment
- Beverage Plants
- Wholesale Frozen Dairy Products
- Redemption Centers
- Sardine Packers

Registration:
- Fertilizer Products
- Feed Products

Certificate:
- Certificate of Competency

Permit:
- Blueberry Processors and Packers

PUBLICATIONS:

Laws:
- Feed
- Food
- Seed
- Hazardous Substances Labeling
- Milk and Frozen Dairy Products
- Commercial Fertilizer
- Beverage Containers (all free)
- Mimeographed rules and regulations pertaining to many of the above laws (all free)
- Consumer Information Bulletins

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Bureau of Public Service.

DIVISION OF RESOURCE DEVELOPMENT

CHAITANYA YORK, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3511
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001F; *Citation:* 7 M.R.S.A., Sect. 3
Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The Division of Resource Development was established as a result of the Agricultural Development Act to define and structure programs addressing the Department's new role in rural resource development.

Its purpose reflects the belief, first established by the Commission on Maine's Future and later adopted by Governor Brennan, that Maine's wealth and the basis for its economic and social development is its human and natural resources. The Maine Food & Farmland Study Commission spent almost two years in study and hearings throughout the state and the objectives of the Division are directly traceable to their findings. The Commission discovered alarming trends affecting both the agricultural economy and the quality of rural life.

While the Department's other Bureaus (Production and Marketing) focus primarily on relatively large commercial agriculture, this Division gives special emphasis to the increasing needs of small and part-time producers. Areas of concern include involvement in small farm organizations, small farm management, small scale appropriate technology, cooperative formation, agricultural education, energy issues, and regional agricultural development.

The Division is charged with developing programs and services to meet the following objectives: to identify, support, and develop those measures and programs which contribute to the success of small and part-time farmers; to facilitate effective utilization of natural resources, such as waste products and naturally occurring products for agricultural uses as fertilizers or soil conditioners; to encourage entrance into farming by young people through identifying constraints and establishing measures to overcome them; to encourage the conservation and development of both conventional and alternative energy by providing technical assistance, exchange of information, and funding assistance; to increase participation of the banking community in both expansion and entrance into farming by identifying and resolving constraints to farm financing; to expand public education and appreciation for the importance of agriculture, food production systems, and rural society; to improve skills of practicing farmers by instituting agricultural education K-12 and increasing the secondary and post-secondary vocational education; to encourage and participate in regional development projects with benefit to Maine.

ORGANIZATION: The Division is involved in various developmental programs and enjoys the cooperation of numerous groups in completing this work. In addition to the regular Departmental staff, numerous volunteers and students work with the Division on various projects. This special staff has included two part-time positions from the Senior Community Service Project, one project position through the Public Service Fellows Program, and one intern from the Environmental Intern Program/Northeast.

PROGRAM:

Energy Use in Agriculture.

Energy Audits—In cooperation with the Office of Energy Resources, Cooperative Extension Service, and Central Maine Power Company, the Division completed development and testing for a two-stage computerized dairy audit which is currently being delivered to Maine farms by Central Maine Power Co.

Catalogs and Slide Shows—Two slide shows, one outlining energy use and auditing on Maine dairy farms, and the other presenting the latest innovations for producing and conserving energy on Maine farms are available to various organizations including community groups.

Methane Digester Handbook—Construction of the first digester in Maine was documented. The digester functions were monitored and the findings documented with a slide show and handbook. The handbook was made available this past year and was particularly helpful to farmers

and service people interested in learning about building digesters. It includes an outline of the construction process, digester costs, and a resource directory.

Statewide Conference—The Division is cooperating with a planning group that includes Cooperative Extension Service, Resource Conservation and Development Projects, Maine Organic Farmers and Gardeners Association, Farm Bureau, and Maine Small Farm Association to organize a statewide conference on Energy Use in Agriculture. The conference will focus on the latest developments in energy production and conservation.

Perpetuation of Farming.

Farm Apprenticeship—Based upon the evaluation of the pilot program conducted with volunteer support, legislation was submitted to fund a full time apprenticeship program. The legislature failed to appropriate the necessary funds.

Farm Transfer—Data is being collected with which to assess the scope and implications of farms being transferred annually either to other farmers or lost entirely to agriculture as a result of farmers/owners selling their farms at retirement or for other reasons. In the past spring, sixty-one farm agency offices e.g. Farmers Home Administration, Cooperative Extension Service, Soil Conservation Service were surveyed. Information that was collected included the number of farms sold by size, sales class, buyer and seller type, and types of transfer mechanisms. Once this data is analyzed, a report may be completed by 1986.

Small Farm Development.

Small Farmers—The Division continues to work with numerous small farm groups e.g. Maine Small Farm Association, Small and Part-time Farmers Advisory Committee, Maine Organic Farmers and Gardeners Association, Cooperative Extension Service in developing small farms programs in management and technical training, organizational development, and research.

The Division has cooperated with numerous groups in organizing various training and educational programs including the first annual Small Farm Day in October of 1984. The Division is presently actively engaged with other groups in organizing the second event which will include demonstrations, exhibits, and a statewide equipment modification and invention contest.

The Division completed a report called "Maine Small Farm Statistics" which shed new light on the characteristics and importance of Maine Small Farms. It is the first report of its kind to provide a detailed analysis of small farm operations in the state and many people interested in small farm development have found it very helpful.

In continuing its work with Small Farm Management Training, the Division formed a planning team with representatives from Maine Small Farm Association, Cooperative Extension Service, Small Business Administration, and Farmers Home Administration and prepared a proposal for a comprehensive Small Farm Business Management course. The project was funded by the Finance Authority of Maine and will be delivered at two sites during the winter of 1986. Presently, the planning committee is working with the Management Consultant to develop curriculum.

An Appropriate Technology Information Exchange Network was established for Maine farmers in cooperation with the Farm Resource Center of Putnam, Connecticut. The service includes an 800 phone number and farm publication for locating new and used equipment and parts available throughout the New England region. Farmers appear to have found this service valuable, particularly in locating used farm equipment.

In the past, the Division collected data on small farming in Maine and prepared a slide show on Small Farming in Maine. The Division also assisted small farmers in preparing Small Farms Action recommendations for the Governor's Rural Development Committee.

Governors' and Premiers' Committee on Small Scale Agriculture—The Division participated in the Governors' and Premiers' Committee on Small Scale Agriculture and has provided major staff support in developing a regional Small Farm T.V. series. A $25,000 pilot program was prepared and received the endorsement of numerous groups. Funding and programming for the series are now being developed.

As a result of the 1984 Governors' and Premiers' Conference on Appropriate Technology, projects that are mutually beneficial to all jurisdictions are now being explored or developed. The projects include a computerized Appropriate Technology Information Exchange Service, cooperative research projects at a machinery institute, completion of home-designed equipment and inventions and a regional Appropriate Technology Field Day.

Agricultural Education in the Classroom—The Division is active in developing programs for Maine students to better understand the importance of agriculture to our society and economy. This work has included preparation and publication of an Agricultural Education Resource Direc-

tory and participation in the organization of the Governor's Agricultural Education in the Classroom Task Force. Presently, staff is active in gathering information on activities in other states and developing programs such as a unit on the Maine dairy industry. Division staff also function as Maine's liaison in a national network for coordinating Ag. Ed. program development.

Waste Utilization.

Waste utilization reserach continues and includes completion of an inventory regarding waste products (sludges, ashes, processing wastes) which have known or portential uses in agriculture. The study will be completed in the fall of 1985. Division staff is actively exploring waste utilization projects and presently is cooperating with Time and Tide Resource Conservation and Development Project in forming a research and development group to explore the use of kiln dust in the mid-coast region for agricultural purposes.

Interns and Senior Citizens.

Interns, senior citizens, and volunteers have made substantial contributions to the Division. Apprenticeship Assistance, Energy Audit Program, Waste Utilization Study, Agricultural Education Resource Directory, Energy Catalog, Scholarship Fund, and Farm Vacation Program have been developed with major contributions by these special staff members. We have continued to have our Senior Citizen Service Project volunteers work on entrance to farming activities and to assist us in developing the audit program.

A number of projects have been developed with the advice of volunteer committees. These committees include an Apprenticeship Program executive committee and a Farm Business Management Course development committee. Each group of which functions on an ad hoc basis until the project is completed.

NEW PROGRAMS:

Maine Rehabilitation Scholarship Fund.

The Division assumed responsibility for the coordination of the scholarship program which provides post secondary scholarships to sons and daughters of Maine farm families. A concerted effort was made in 1985 to promote the program statewide and scholarship applications for the '85-'86 school year nearly doubled those received in previous years. One hundred and six scholarships were awarded.

Maine Farm Vacations.

This Division lists farms offering vacation opportunities and, upon request, provides farm descriptions to interested tourists. With increased promotion, this program has increased from two participating farmers in 1984 to eleven farmers who have expressed interest in hosting vacationers in 1985. Division staff are now discussing an expanded program, a farm vacation brochure, and the possibility of a farm vacation association for the future.

PUBLICATIONS:

"Report of Energy Use in Agriculture Task Force"
"Farm Financing in Maine"
"Saving Energy in Rural Maine, or Who is Doing What on The Farm"
"Maine Small Farm Statistics"

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Bureau of Agriculture and Rural Resources.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES

ESTHER LACOGNATA, DIRECTOR

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3511
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333

Established: 1980 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 001R; *Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Bureau of Agricultural and Rural Resources includes the Soil and Water Conservation Commission, the Pesticides Control Board, the Harness Racing Commission, and the Division of Resource Development.

Since three of the divisions are concerned with some aspect of the natural resource base, it is accurate to represent this Bureau as being primarily concerned with the conservation and sound utilization of the resource base in order to assure sustained agricultural productivity.

The Bureau Director also has responsibility for coordinating the Agricultural Stipend Fund and for developing programs responsive to the changing needs of agriculture.

ORGANIZATION: The Bureau has four divisions, three of which provide staff for appointed Boards and Commissions. The specific functions and programs of each are described separately in this report.

PROGRAM: In addition to a supervisory role, the Bureau Director has administrative and program development responsibilities, some of which change from year to year.

A continuing responsibility is the administration of the Agricultural Fairs Stipend Fund, which includes the staffing for the Fair Evaluation Commission. This year, the fair brochure was published by the Bureau of Marketing. The Annual Report and a revised Fair Evaluation Form were prepared by this Bureau.

In response to a Resolve of the 111th Legislature to review the status of the state-owned dam on the Dead River, Androscoggin County, the Bureau Director prepared a substantial report. It recommended transfer of the responsibility of ownership to the Towns of Wayne, Leeds, and Monmouth. That recommendation was not accepted by the Legislature, pending an engineering, hydro-geologic review of the physical conditions of the dam. The Bureau Director will have to continue this responsibility.

In close collaboration with the Maine Association of Conservation Districts, this Bureau developed legislation to establish a new program authorized by the 112th Legislature, "An Act to Encourage a Viable Agriculture for Maine," L.D. 1316. The implementation of this program will be a high priority for the Bureau Director in the coming year.

The Bureau Director's participation on the Land and Water Resources Council and its standing committee on Groundwater is taking up more time as concern for groundwater pollution from pesticides and other non-point sources increases. This issue is related to programs in all three agricultural divisions, Pesticides Control Board, Soil and Water Conservation Commission, and Resource Development. In the coming year, the Bureau Director will be chairing one of the subcommittees of the standing committee.

LICENSES, PERMITS, ETC.:

Licensing of Agricultural Fairs pursuant to 7 MRSA, Sect. 65

PUBLICATIONS:

Peat Task Force Report
(1981)—Available in Deering Bldg., Room 326
How to Organize Agricultural Marketing Cooperatives (free)
The Relationship Between Harness Racing And Agricultural Fairs in Maine, January, 1982 (free)

Report on the state-owned Dam on the Dead River, Androscoggin County—1985 (free)
Annual Report on the Maine Agricultural Fairs, 1984—at office

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AGRICULTURAL AND RURAL RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	109,051	109,051				
Health Benefits	5,568	5,568				
Retirement	18,373	18,373				
Other Fringe Benefits	452	452				
Other Contractual Service	27,236	27,236				
Rents	333	333				
Commodities	2,528	2,528				
Grants—Subsidies—Pensions	700	700				
TOTAL EXPENDITURES	164,263	164,263				

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

STEWART N. SMITH, STATE SEALER

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3841
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: 1839 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 004; *Citation:* 10 M.R.S.A., Sect. 2401
Average Count—All Positions: 10 *Legislative Count:* 10

PURPOSE: To protect the public economically through the proper enforcement of the State weights and measures laws and to determine that equity prevails in all commercial transactions involving determinations of quantity.

ORGANIZATION: The Commissioner of Agriculture, Food and Rural Resources is, by statute, the State Sealer of Weights and Measures. The Weights and Measures Supervisor within the Department is in charge of the Weights and Measures section of the Division of Regulation, and serves as the Deputy State Sealer. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Regulation.

PROGRAM: The Division of Regulation's section on Weights and Measures is responsible for all standards of weights and measures with continual certification by the National Bureau of Standards. This involves inspection and calibration of all commercial large capacity scales, liquid flow meters, LP gas meters, and 80% of the small capacity scales, 80% of the gas pump meters, 95% of the linear measuring devices, and spot-check of packages put up prior to sale for correct labeling and correct net weight and measure.

The State standards of weights and measures maintain traceability through the National Bureau of Standards.

It is responsible for uniform standards for the measurement of wood and the verification of radar guns used by the State and local police to monitor excessive speeding.

LICENSES, PERMITS, ETC.:
Weighmasters
Weighing Device Dealers and Repairmen
Wood Scaler

PUBLICATIONS:

Laws pertaining to Maine Weights and Measures (free)
Established Fees for Testing Weighing and Measuring Devices (mimeographed—free)
Wood Measurement Rules

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Division of Regulation.

STATE SOIL AND WATER CONSERVATION COMMISSION

JOHN P. FOGLER, CHAIRMAN
FRANK W. RICKER, Executive Director

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-2666
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: March 25, 1941 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 019; *Citation:* 12 M.R.S.A., Sect. 51
Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The State Soil and Water Conservation Commission was established to provide for the protection, proper use, maintenance and improvement of the soil, water and related natural resources of the State of Maine. The primary responsibilities of the Commission are to assist Soil and Water Conservation Districts in the preparation and implementation of their locally developed programs, accomplished through direct assistance, technical and financial assistance, and coordination with other State and Federal agencies, to develop and carry out public works projects for prevention of soil erosion, flood prevention, conservation, development, utilization and disposal of water; to assist in the completion of the National Cooperative Soil Survey; to conduct surveys, investigations, and research as necessary for implementation of other functions; to coordinate the floodplain studies of various Federal agencies; to coordinate the Small Watershed program statewide; to coordinate the Resource Conservation and Development Programs.

ORGANIZATION: The State Soil and Water Conservation Commission, established in 1941 as the State Soil Conservation Committee, was renamed the State Soil and Water Conservation Committee in 1965, and received its present name and structure in 1969. The Commission consists of eleven members, five of whom serve ex officio; Dean of the College of Life Sciences and Agriculture of the University of Maine, Commissioner of Agriculture, Commissioner of Conservation, Commissioner of Inland Fisheries and Wildlife, and Commissioner of Marine Resources; six of whom are Soil and Water Conservation District Supervisors, one representing each of the six specified Areas of the State, elected at an annual meeting of District Supervisors within the Area.

The sixteen Soil and Water Conservation Districts (SWCD) in Maine and their office locations by respective Area are as follows:

Area I
Central Aroostook SWCD, Presque Isle
Southern Aroostook SWCD, Houlton
St. John Valley SWCD, Fort Kent

Area II
Washington County SWCD, Machias
Hancock County SWCD, Ellsworth

Area III

Area IV
Kennebec County SWCD, Augusta
Knox-Lincoln SWCD, Rockland; and
Waldo County SWCD, Belfast

Area V
Androscoggin Valley SWCD, Auburn
Franklin County SWCD, Farmington
Oxford County SWCD, South Paris

Area VI

Penobscot County SWCD, Bangor
Piscataquis County SWCD, Dover-Foxcroft
Somerset County SWCD, Skowhegan
York County SWCD, Sanford
Cumberland County SWCD, Westbrook

With the approval of the Commissioner of Agriculture, the Commission employs an Executive Director and such other employees as it may require.

PROGRAM: The accomplishments of the Soil and Water Conservation Commission (SWCC) are apparent in the conservation practices applied to the land of more than 12,293 private landowners that are cooperators with Maine's 16 Soil and Water Conservation Districts. During FY 84, 4,810 landowners were assisted and 1,724 groups and individuals applied some form of conservation practices to their land in an effort to control erosion and other soil and water problems. New conservation plans were formulated for 43,063 acres of land, raising the total State acreage covered by conservation plans to 1,929,825 acres.

The Commission and Districts reviewed and evaluated 636 resource alteration applications submitted to the Department of Environmental Protection (DEP), Land Use Regulation Commission (LURC), State Planning Office (SPO) and the Department of Inland Fisheries and Wildlife (DIF&W) during the past year. The recommendations proposed by the Commission and Districts were often included as conditions of approval in the permits granted through these applications. The present DEP policy on the mining of topsoil was written by the Commission's Soil Scientist. Commission review involves the following considerations:

1. Soil Suitability
2. Erosion and Sediment Control
3. Relation to Floodplains
4. Stormwater Management and Drainage
5. Protection of Prime Agricultural Lands where Appropriate

The Commission employed 9 work-study students to assist the Districts with their heavy summer workload.

Under the Challenge Grant Program, the Commission received 35 applications for special projects during the 1984-85 Fiscal Year. The Commission awarded Challenge Grant monies to 15 Districts to fund 24 of those projects. The $93,927 of Challenge Grant Funds generated $321,745 matching funds and in kind services. This shows that the Districts are generating about 3.4 matching dollars for every Challenge Grant dollar requested. The Commission has published a report of the 1983-84 Challenge Grant Program and distributed it to the Legislature and other interested groups and individuals. The Program and Audit Committee in their report directed the Commission to make an oral and written report to the JSC on Agriculture on the Challenge Grant Program during the 1986 session of the Legislature.

PUBLICATIONS:

Soil Suitability Guide for Land Use Planning in Maine
Maine Guidelines for Municipal Sewage Treatment Plant Sludge Disposal on the Land
Maine Guidelines for Septic Tank Sludge Disposal on the Land
Native and Introduced Wildlife Shrubs of Maine
Environmental Quality Handbook
Soil and Water Conservation Long Range Plan
Maine Association of Conservation Districts—affiliate Membership Brochure
Reasons Why?—affiliate Membership Brochure
Alternatives to Topsoil Mining
The Maine Soil & Water Conservation Challenge Grant Program—1984 the First Year
All above publications are free.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE SOIL AND WATER CONSERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	70,696	70,696				
Health Benefits	3,715	3,715				
Retirement	12,265	12,265				
Other Fringe Benefits	324	324				
Other Contractual Service	20,686	20,686				
Rents	225	225				
Commodities	365	365				
Grants—Subsidies—Pensions	127,527	127,527				
TOTAL EXPENDITURES	235,838	235,838				

STATE BOARD OF VETERINARY MEDICINE

DONALD COLLINS, DVM, PRESIDENT
ALLAN R. COREY, DVM, Secretary

Central Office: Deering Bldg. (AMHI), Augusta *Telephone:* 289-3701
Mail Address: Statehouse Sta. #28, Augusta, Maine 04333
Established: February 22, 1905 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 01; *Unit:* 023; *Citation:* 32 M.R.S.A., Sect. 4854
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Veterinary Medicine was established to protect the public interest through the regulation of the practice of veterinary medicine in the State of Maine in order to maintain high professional standards. The primary responsibilities of the Board are to administer State Board examinations in veterinary medicine and issue licenses to qualified applicants who have successfully completed the examinations; to issue certificates of yearly registration to licensed veterinarians; to administer State Board examinations to qualified animal medical technicians and issue certificates of registration; also to issue yearly renewal registration to registered animal medical technicians; to investigate written complaints brought before the Board; to issue temporary licenses to qualified applicants until such time as the State Board examination results are released; and to answer correspondence and maintain financial records.

ORGANIZATION: The Board of Veterinary Examiners, established in 1905, remained an independent entity until October, 1973, when legislation assigned the Board to the Department of Agriculture. The Division of Poultry & Livestock has the responsibility of assisting the Secretary of the Board in the clerical aspects of his duties by receiving all fees, charges and assessments payable to the Board and accounting for and paying over the same according to the law.

Prior to action by the 107th Legislature, the Board consisted of three members, appointed by the Governor with the advice and consent of the Council, for terms of three years, with the Board electing its own secretary and president from its members. Effective October 1, 1975, the name was changed to the Board of Veterinary Medicine, and its membership expanded to five members, all veterinarians, appointed by the Commissioner of Agriculture for terms of five years. The 107th Legislature added a sixth (and public) member to the Board, to serve a 5-year term. This legislation became effective July 29, 1976.

PROGRAM: The Board met five times between July 1, 1983, and June 30, 1984. The examination consists of a two day National written section and three days of State oral-practical section. Thirty-two applicants sat for the examination; of this number one failed. Of the forty animal medical technicians that wrote the examination, four failed. The secretary also responded to many governmental forms and questionnaires. Inquiries from drug companies pertaining to registration of Maine veterinarians were answered as well as inquiries from nonresident

veterinarians about practice opportunities in Maine.

The Board acted upon occasional written complaints by considering them themselves. The Board is responsible for issuing and setting the fee for annual registration of all veterinarians holding a Maine Veterinary license and also for issuing and setting the fees for Animal Medical Technicians.

LICENSES, PERMITS, ETC.:

Registration:
Animal Medical Technicians
License:
Veterinarians

PUBLICATIONS: Laws relating to Maine Veterinary Practice—1977. Free

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF VETERINARY MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,318		3,318			
Other Contractual Service	3,966		3,966			
Rents	250		250			
Commodities	163		163			
Transfers to Other Funds	552		552			
TOTAL EXPENDITURES	8,249		8,249			

AFDC COORDINATING COMMITTEE

DEBORAH LEIGHTON, Division of Welfare Employment, Department of Human Services

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-2636
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: June, 1981

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 402; *Citation:* 22 M.R.S.A., Sect. 3773

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the AFDC Coordinating Committee is to ensure the effective coordination of employment, education, training and support services required by AFDC recipients in order to prepare for, find and keep good jobs.

ORGANIZATION: The Committee is comprised of the Commissioners of Human Services, Labor, and Educational and Cultural Services or their designees.

PROGRAM: The three Commissioners meet periodically and their designees meet as needed to discuss and facilitate the coordination of existing resources and institutions.

PUBLICATIONS:

A Report on the Implementation of Maine's Job Opportunities Act of 1981 submitted to the 112th Maine State Legislature, June 1985.

FINANCES, FISCAL YEAR 1985: No funds are appropriated or expended by the AFDC Coordinating Committee.

ARCHIVES ADVISORY BOARD

DORRIS ISAACSON, CHAIRMAN
EDITH HARY, Secretary

Central Office: Stone House, Star Route 3, Phippsburg, Maine *Telephone:* 389-1141
Mail Address: Stone House, Star Route 3, Phippsburg, Maine 04562
Established: 1965 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 257; *Citation:* 5 M.R.S.A., Sect. 96
Average Count—All Positions: 0 *Legislative Count:* N.A.

PURPOSE: The Archives Advisory Board's primary function is to advise the State Archivist in his administration of the law pertaining to archives, and to perform other such duties as may be prescribed by law.

ORGANIZATION: The board consists of 9 public members appointed by the Governor as advisors for overlapping terms of 6 years. Each advisor serves for the term of the appointment and thereafter until his/her successor is appointed and qualified. In case of the termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Advisors serve without compensation, but receive their necessary expenses.

PROGRAM: The Archives Advisory Board has met periodically during the fiscal year to advise the State Archivist on the disposition of records, retention schedules and on administrative matters of concern.

LICENSES, PERMITS, ETC.:

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Maine State Archives.

STATE BOARD OF ASSESSMENT REVIEW

H. ALAN TIMM, CHAIRMAN

Central Office: Frederick P. O'Connell Law Offices, Augusta *Telephone:* 622-7574
Mail Address: 74 Winthrop St., P.O. Box R, Augusta, Maine 04330
Established: 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 136; *Citation:* 36 M.R.S.A., Sect. 486
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Assessment Review was established to hear property tax appeals from taxpayers for properties located in a Primary Assessing Area provided the chief assessor of the Primary Assessing Area or the State Tax Assessor for the Unorganized Territory has denied an abatement upon written request by the taxpayer. The Board will hear and determine appeals and have the power to alter or modify any assessment in order that it may conform with the law. The Board may make such review of assessments and order such equalization as may be necessary. Either party may appeal from the decision of the State Board of Assessment Review directly to the Superior Court.

ORGANIZATION: The State Board of Assessment Review, as established in 1976, consists of fifteen members appointed by the Governor for terms of 3 years. The membership must be divided among attorneys, real estate brokers and citizens.

PROGRAM: The State Board of Assessment Review operates year-round, convening throughout the State for hearings on appeals received by the Chairman of the Board. Three members of the board shall constitute a quorum to hear and act on abatement appeals. Upon receipt of an appeal, the Chairman selects from the list of board members three persons to hear the appeal and notify all parties of the time and place of the hearing. The selection of members for an appeal hearing shall be based upon geographic convenience and availability. The Board had 14 new applications during FY 85 and 10 appeals were considered and disposed of during FY 85.

It should be noted that 8 of the appeals were settled after the mechanics of setting up the hearing had been established and all parties had been notified of the actual hearing date. Prior to setting up the hearing there would have been considerable correspondence and telephone conferences. The Board, more times than not, would be notified of settlement on the eve of the hearing dates.

The Board also is asked to send a petition because the correspondent wishes to file an appeal. The Board, deeming the request to be an informal petition, would set up a file only to not hear again from the party.

Two cases are presently on file but no hearings have taken place. One will take place in FY 86. The second petitioner has requested postponement and expect that an agreement can be arrived at.

PUBLICATIONS:

State Board of Assessment Review—Rules of Procedure

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF ASSESSMENT REVIEW	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,400	2,400				
Other Contractual Service	1,005	1,005				
TOTAL EXPENDITURES	3,405	3,405				

ATLANTIC STATES MARINE FISHERIES COMMISSION

IRWIN M. ALPERIN, EXECUTIVE DIRECTOR
SPENCER APOLLONIO, Comm. of Marine Resources

Telephone: (202) 387-5331
Central Office: 1717 Massachusetts Avenue, N.W., Suite 703, Washington, D.C. 20036
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: May 5, 1942 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 290; *Citation:* 12 M.R.S.A., Sect. 4603

Average Count—All Positions: 0 *Legislative Count:* 0

Organizational Units:
All of the 15 Atlantic Coast States.

PURPOSE: The Commission's main focus is to provide for better utilization of the fisheries—marine shell, and anadromous—through an inter-state compact of the 15 Atlantic coastal states.

Although the states determine all policy in their respective jurisdictions, the Commission provides a forum for discussion and resolution of common problems and assists the states in developing joint programs. In addition, the Commission participates in the State-Federal Fisheries Management Program, whose goal is uniform management and protection of the Nation's fisheries resources and viable commercial and recreational fishing industries.

ORGANIZATION: The Atlantic States Marine Fisheries Commission (ASMFC) was established by a compact entered into by the various Atlantic Coastal States beginning in 1941. The Congressional Consent Act was signed by the President on May 5, 1942, and the Commission met and organized in New York on June 5, 1942.

The participating States are Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida. Each is represented by a member of the administrative agency in charge of marine fisheries, a Legislative member appointed by its Committee or Commission on Interstate Cooperation, and a person appointed by the Governor. Maine's three Commission members are the Commissioner of the Department of Marine Resources, a member from the Legislature, and a member from industry. The Commission is supported by appropriations from the member States based on the value of their respective catches.

ASMFC operates through sections comprised of groups of states. The North Atlantic, Middle Atlantic, Chesapeake Bay, and South Atlantic Sections deal with matters affecting their respective areas, and the annual meeting addresses matters affecting the entire Commission. The National Marine Fisheries Service (NMFS) of the Department of Commerce is designated as the primary research agency of the Commission, cooperating with the research agencies of each state for that purpose.

PROGRAM: To keep abreast of the major activities in Congress, the headquarters for the NMFS and fisheries organizations in Washington, D.C., close liaison is maintained with Congressional Committees and other important organizations.

Contract funds from NMFS are used to reimburse travel expenses of state biologists, managers, and administrators who participate in the various committees that have been established to develop regional management programs for certain Atlantic coast species. Lobster, shrimp, striped bass, American shad and river herring programs are of special concern to Maine.

The Commission, through its Amendment Number One authority, continued to regulate the Northern shrimp fishery in the Gulf of Maine. The ASMFC Northern Shrimp Section, comprised of the Commissioners from Maine, New Hampshire, and Massachusetts, promulgated regulations for the conduct of this fishery for the 1984 season including mesh size regulations.

In recent years the Commission has accelerated, reinforced and promoted its activities in relation to the National Oceanographic and Atmospheric Administration (NOAA) and the Na-

tional Marine Fisheries Service (NMFS) particularly with respect to the State/Federal Fisheries Management Program and the Grant-In-Aid programs operated under P.L. 88-309, the Commercial Fisheries Research and Development Act of 1964, and P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Other federal programs concerning state fisheries administrators and commercial and sport fisheries monitored by ASMFC include ecologically-oriented MARMAP and MESA programs, Dingell-Johnson Federal Aid in Fish Restoration Act, Coastal Zone Management, administration of the Marine Mammal Act, Endangered Species Act, Fisheries Statistics Program, and other Administration-sponsored fisheries legislation.

In 1976, the Fishery Conservation and Management Act was signed into law, creating P.L. 94-265. This Act provides for exclusive U.S. management authority of all fisheries (except highly migratory species, i.e., tuna) within the 200 mile Fishery Conservation Zone. The legislation also established national standards for conservation and management through creation of eight Regional Fishery Management Councils. ASMFC is represented on all three Atlantic Coast Regional Councils (New England, Mid-Atlantic, and South Atlantic), and reports on important Council decisions, including development of Fishery Management Plans and joint venture proposals that will impact fishing industries along the Atlantic Coast.

Through its executive office, ASMFC maintains active liaison with all Washington-based fisheries organizations of professional or industry status, including the American Fisheries Society, the International Association of Fish and Wildlife Agencies, the Sport Fishing Institute, the National Fisheries Institute, the Shellfish Institute of North America, the National Fish Meal and Oil Association, the Fisheries Products Division of the National Food Processors Association, as well as other resource, environmental, conservation and user groups.

ASMFC also participates in a wide variety of meetings that stress environmental, ecological, natural resource and conservation issues of direct concern to state fisheries administrators. The Executive Director has access to the deliberations of fishery advisory bodies such as the National Oceanic and Atmospheric Administration's Marine Fisheries Advisory Committee (MAFAC), to which he is a consultant, and the President's National Advisory Committee on Oceans and Atmosphere (NACOA).

The Commission has continued its cooperative agreement with the National Marine Fisheries Service to administer the State-Federal Fisheries Management Program. This program is known as "The Interstate Fisheries Management Program" and includes state/federal projects involving Northern Shrimp, Shad and River Herring, Sciaenids, Northern Lobster, Atlantic Menhaden, Striped Bass, Summer Flounder, Cooperative Statistics Program, and related activities such as interstate shellfish transportation, and fish/shellfish disease control. During the past year, a major focus of the Commission's interstate program has centered around the striped bass resource. Passage of P.L. 98-613, the Atlantic Striped Bass Conservation Act in October 1984, established a mechanism for federal preemption of striped bass management in state territorial waters. This legislation required the ASMFC to determine by June, 1985 whether or not participating states were in compliance with the interstate striped bass plan and submit a status report to the Secretary of Commerce. Those states determined to be in noncompliance were allowed 30 days to respond to deficiencies or face a total moratorium on the taking of striped bass in this state's waters. Such a moratorium would remain in effect until the subject state was found to be in compliance with the interstate plan. The federal law also requires each state to be evaluated by the Commission on the enforcement effectiveness of its striped bass conservation regulations. Inadequate enforcement could also constitute grounds for finding a state in noncompliance. These actions were considered necessary because of the dramatic decline in striped bass recruitment in Chesapeake Bay, coupled with unprecedented action by the state of Maryland, which closed all sport and commercial fishing for striped bass in Maryland waters, effective January 1, 1985. A special meeting of the full Commission held in June, 1985, determined that all states were in compliance with the interstate striped bass plan. The Commission will continue to actively monitor state regulations and enforcement as required by federal law. The striped bass issue has clearly defined a new and strengthened role for the Commission in interstate fisheries management programs. In the interest of resource conservation and retention of states' rights in territorial fisheries management, the states have demonstrated their ability to actively participate in species plans development and implementation.

Whereas the Fisheries Conservation Management Act clearly defines management responsibility of the Regional Councils only in the Fisheries Conservation Zone, territorial sea fisheries management authority resides clearly with the states. The ASMFC was recognized by the federal government as the appropriate institutional mechanism to assure that such authority was re-

tained collectively by the states, provided the states acted responsibly in matters of resource conservation.

The ASMFC has completed Phase I of the Shad and River Herring Plan which identifies the current status of alosid stocks on the Atlantic coast. Phase II of the plan is due for completion by September, 1985 for consideration of acceptance by the full Commission at its annual meeting in October, 1985.

The ASMFC has continued to compile and distribute a comprehensive monthly legislative update. This covers all the major federal legislation in the marine area, and helps the member states keep abreast of what is going on in Washington. The Commission has also been more active than ever before in federal legislation action that affects states' programs and their funding as well as legislation favoring fishing industry needs. This included the American Fisheries Promotion Act that was designed to make our commercial fishing industry a net exporter of fisheries products, and the Dingell/Johnson Sport Fish Restoration Act expansion that will provide funds to states for marine recreational fisheries programs. A great effort was made to maintain federal funding for P.L. 88-309 and 87-304 due to federal administration efforts to eliminate these important fisheries programs. Testimony has been presented to appropriate authorizing and appropriations committees of both the House and the Senate to keep alive funding for the two grant programs.

PUBLICATIONS: Leaflet Series entitled "Marine Resources of the Atlantic Coast" for information and cost per leaflet write: Atlantic States Marine Fisheries Commission, 1717 Massachusetts Avenue, N.W., Washington, D.C. 20036.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC STATES MARINE FISHERIES COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	13,785	13,785				
TOTAL EXPENDITURES	13,785	13,785				

DEPARTMENT OF ATTORNEY GENERAL

JAMES E. TIERNEY, ATTORNEY GENERAL

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: 1820 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239; *Citation:* 5 M.R.S.A., Sect. 191

Average Count—All Positions: 120 *Legislative Count:* 71

Organizational Units:

Administration
District Attorneys
Office of Chief Medical Examiner of the State of Maine

Divisions:

Consumer & Anti-Trust
Commercial Regulation & General Government
Criminal
Human Services
Litigation
Natural Resources
Opinions/Counsel

PURPOSE: The Attorney General's primary responsibility is to protect public rights and preserve order through serving as the State's Chief Law Enforcement Officer and legal representative of the State. In this capacity, the Attorney General insures enforcement of Maine laws through instituting, conducting, and maintaining such actions and proceedings as the public interest may require. No State agency may appear and advocate positions before a court without the approval of the Attorney General.

The Department is authorized to (a) appear for the State, or any State agency or official, in all civil actions and proceedings in which the State is a party or interested, or in which the official acts of such officers are questioned in State or Federal courts or Federal agencies; (b) control and direct the investigation and prosecution of homicides and other major crimes, including frauds against the State; (c) render all legal services required by State officers, boards and commissions in matters relating to their official duties; (d) issue written opinions upon questions of law submitted by the Governor, the head of a State department or agency, or by either branch of the Legislature or any member of the Legislature on legislative matters; (e) enforce due application of funds given or appropriated to public trusts and charities within the State and prevent breaches of trust in the administration thereof; (f) consult with and advise the District Attorneys in matters relating to their duties, and, in his discretion, act in place of or with them in instituting and conducting prosecutions for crime; and (g) administer and enforce the State unfair trade practices and antitrust laws.

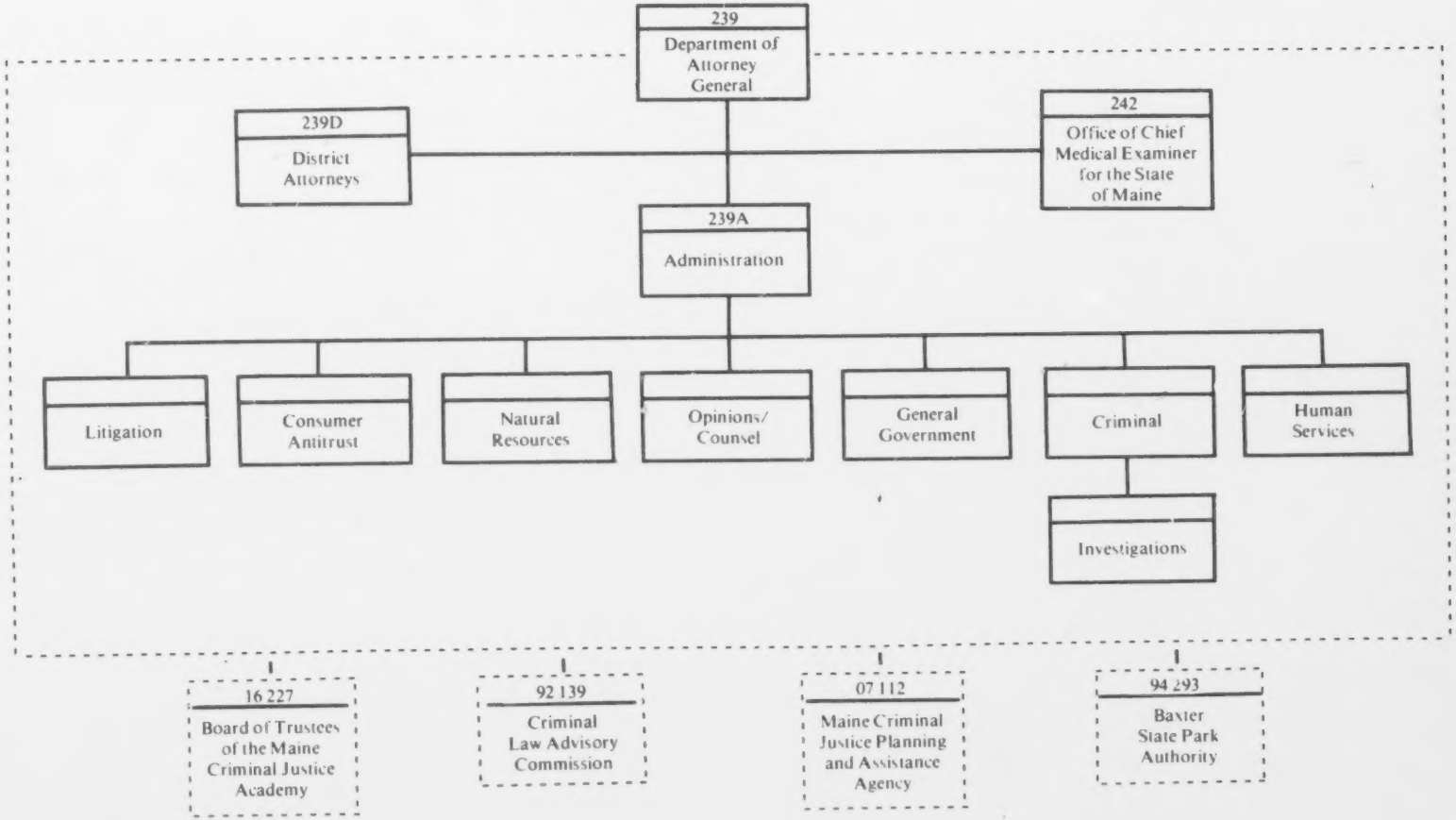
Beyond the general purposes discussed above, the Attorney General has a wide range of duties which the Office is specifically directed to perform. Those duties include review and approval as to form and legality of all interlocal agreements, all regulations of State agencies subject to the Administrative Procedure Act, and many State contracts. The Attorney General must also review and approve write-offs of debts owed the State, participate in making investment decisions regarding the State trust funds and perform many other specific statutory functions.

The Attorney General is an ex-officio member of many State agencies, including the Baxter State Park Authority, the Judicial Council, the Criminal Law Advisory Commission, the Maine Criminal Justice Planning and Assistance Agency, and the Advisory Committees to the Supreme Judicial Court on Civil Rules and Criminal Rules.

ORGANIZATION: The Attorney General is chosen biennially by joint ballot of both Houses of the Legislature, a manner of election unique among the 50 states. The Attorney General may appoint one or more Deputy Attorneys General, Assistant Attorneys General, Investigators, and Research Assistants. The Department of the Attorney General is organized by law, 5 M.R.S.A. c. 9, with the Attorney General as its Chief Executive.

Early in 1981 the Attorney General's Department was restructured to insure clearer lines of authority. Reporting to the Attorney General are 7 operating units containing anywhere from 6 to 13 Assistant Attorneys General each. Each Division is presided over either by an experi-

DEPARTMENT OF ATTORNEY GENERAL
UMB 26



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF ATTORNEY GENERAL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,403,733	2,982,744	251,877		169,112	
Health Benefits	133,210	113,683	10,419		9,108	
Retirement	297,019	259,908	19,425		17,686	
Other Fringe Benefits	16,416	13,999	908		1,509	
Computer Services—State	2,151	2,151				
Other Contractual Service	546,128	508,089	35,356		2,683	
Rents	80,889	76,500			4,389	
Commodities	22,084	21,746	81		257	
Grants—Subsidies—Pensions	350	350				
Equipment	23,401	17,651	4,432		1,318	
Transfers to Other Funds	26,485		18,329		8,156	
TOTAL EXPENDITURES	4,551,866	3,996,821	340,827		214,218	

enced Deputy or Senior Assistant Attorney General. The Criminal Division executes the Department's criminal law responsibilities and 6 other divisions oversee aspects of the Department's civil responsibilities. The civil units are Consumer and Antitrust, Commercial Regulation and General Government, Human Services, Litigation, Opinions/Counsel, Natural Resources, and Criminal.

Supporting the professional legal staff of the Department, numbering nearly 70 attorneys, are paralegal assistants, investigators, secretaries and clerks. The Business Office oversees the financial and personnel affairs of the Department, coordinates and oversees the work of the secretaries and clerks of the office and has been instrumental in integrating word processing technology into the operations of the State's largest law firm.

PROGRAM: The following is a description of the seven sections of the Office, along with their primary duties and their activities during fiscal year 1984-1985.

Consumer & Anti-Trust. The Consumer and Antitrust Division consists of four and one-half lawyers and enforces the State's Unfair Trade Practices Act (modeled after the Federal Trade Commission Act) and the State antitrust laws (modeled after the Federal Sherman and Clayton Acts). The Division does not represent any agencies of the state government, but proceeds on the basis of complaints from citizens or on its own initiative when it perceives violations of those statutes. The Division also enforces some criminal statutes.

The Division staff in 1984-1985 responded to approximately 12,000 inquiries from the public requesting information or complaint mediation. Mediation and legal action resulted in approximately $300,000 in recoveries for consumers and businesses. This significant recovery resulted from lawsuits and from the volunteer mediation program. The program consists of volunteers who have agreed to mediate complaints in exchange for intensive training in consumer law by the full-time staff of the Division.

Criminal. The Criminal Division is comprised of twelve lawyers and is principally concerned with prosecution of offenses defined in the Maine Criminal Code. The Criminal Division has exclusive responsibility for the prosecution of all homicide cases in the State, and, in addition, has concurrent prosecutorial jurisdiction with the eight popularly elected District Attorneys over other crimes. The Division handles a substantial number of appeals to the Supreme Judicial Court of Maine not only of its own criminal cases, but also, on request, of those of the District Attorneys. In addition, the Division represents the State in all petitions for post-conviction relief filed by convicted criminal defendants regardless of the original prosecuting agency. Finally, the Division provides other substantial services to the law enforcement community primarily directed toward keeping the law enforcement community abreast of current developments in the law.

The work of the Criminal Division has continued to expand at a steady pace paralleling the expansion of criminal procedure generally. Working with the State Police and various local police departments, the Division investigated 26 homicides which occurred during the fiscal year and continued the investigation of 46 homicides which had occurred in previous years. During the fiscal year 1984-85, 20 homicide cases were tried, 18 of which resulted in convictions. The Criminal Division conducted investigations and prosecutions in 558 cases in addition to homicides during the fiscal year 1984-85. These cases involved a variety of offenses, both felonies and misdemeanors.

The Criminal Division handled a total of 50 cases on appeal to the Maine Supreme Court. Twenty-three appeals were initiated by defendants during the year; the State initiated appeals in 3 cases and the balance were cases carried over from previous years.

Post-conviction habeas corpus petitions continue to be filed in large numbers. During fiscal year 1984-85, 75 cases were initiated, 58 were closed, and 72 were carried over from prior years.

Besides handling various criminal and non-criminal matters for state departments and agencies, the Criminal Division provided other unique services to various governmental bodies; for example, attorneys in the Division provided legal counsel to the Department of Public Safety, as well as representing other divisions, bureaus, and boards within state government and other state law enforcement agencies. Among other actions brought in state courts were petitions for forfeiture on one aircraft, vehicles, weapons and other equipment used in violation of Maine's drug laws. The plane, valued at $250,000 will be used to finance part of a new crime laboratory to serve all of Maine law enforcement. One court order resulted in the deposit of $135,000 in the General Fund.

The Criminal Division also works with the Department of Human Services in investigating cases of fraud and abuse in the Aid to Families with Dependent Children, Medicaid, and Medicare

programs. The Medicaid Fraud Control Unit, a sub-section of the Criminal Division, has conducted substantial investigations and developed prosecutions throughout the State.

The Medicaid Fraud Control Unit statistics for the fiscal year include: 104 investigations, 34 of which were carried over from the prior fiscal year; 7 criminal prosecutions and civil recovery litigation cases; overpayment identified and reported to the Department of Human Services for collection, $415,000; restitution paid to the State, $81,000; fines paid to the court, $4,100; civil penalties paid to the General Fund, $4,000. During the same period, 41 AFDC and Food Stamp fraud cases were opened and investigated. Prosecution was initiated in 15 cases. Overall, 26 cases were closed, 12 of them following prosecution and conviction. In addition to imposing fines and incarceration, the courts ordered $46,000 in restitution to the State.

During the second part of fiscal year 1984-85, the Criminal Division worked with the Enforcement Division of the Bureau of Taxation in prosecuting businesses and individuals who were in violation of State tax laws.

In addition, members of the Criminal Division handled approximately 313 liquor law violations with the total fines recovered in this area surpassing $89,500.

In addition to the normal caseload and activity directly related to criminal prosecution, the Division prepared and published with the assistance of the Maine Criminal Justice Academy, a current and extensive Law Enforcement Officers' Manual setting forth the legal principles relating to police work. Also attorneys and investigators from the Division participated as lecturers, teachers and panelists in training programs at the Maine Criminal Justice Academy, at local police departments, and at seminars and conferences relating to criminal law and law enforcement.

Commercial Regulation and General Government. The Commercial Regulation and General Government Division is comprised of 19 lawyers representing the following Departments and major agencies of State Government: Taxation, Banking, Insurance, Consumer Credit Protection, Securities, Mental Health, Mental Retardation, Corrections, Education, Labor, Treasurer, Alcoholic Beverages, and the Secretary of State (for corporate and business regulation matters). The Division also represents 41 professional licensing boards regulating a number of licensed professions in the state including medical doctors, nurses, psychologists, accountants, architects, etc. The work of the Division is broken down into three categories: (1) defensive litigation for all of the various State Departments, Bureaus and agencies that it represents; (2) enforcement litigation and white collar crime prosecution against persons who violate the laws relating to the agencies that it represents; and (3) a large administrative law practice involving virtually all of Maine State Government.

During the past fiscal year, the Division successfully handled a number of significant matters in the areas of insurance, banking, securities, alcoholic beverages, tort claim defense, unfair labor practices, tax litigation and criminal tax prosecution. The Division also handled over 25 cases in the Maine Supreme Judicial Court as well as several hundred cases at the Superior and District Court levels. Division attorneys also prosecuted an unusually large number of license revocation and suspension actions against medical doctors, nurses, chiropractors, optometrists, and other licensed professionals.

The Division also collected several hundreds of thousands of dollars in tax litigation, collected over one million dollars in unpaid unemployment compensation taxes, and handled the legal work for the issuance of hundreds of millions of dollars in general obligations of the State.

The Division expects that its workload will expand in most areas during the next fiscal year.

Human Services. The Human Services Division consists of twenty (20) lawyers who represent the Department of Human Services exclusively. This Department manages the various social, health, and child welfare programs in the State, and its lawyers discharge a variety of functions ranging from prosecution of child abuse cases, the enforcement of support laws, the enforcement of health-related laws, including the licensure of nursing homes and hospital expansion, to the Medicaid and AFDC assistance programs. The legal Division also defends tort and civil rights actions brought against the Department and its employees, as well as challenges to the decisions made by the Commissioner in such areas as granting and/or denying of licenses of health care providers, restaurants, mobile home parks and foster homes.

The Human Services Division has one of the most persistent and heaviest caseloads of any Division in the Office of the Attorney General. In fiscal year 1985, more than 3,500 cases were handled by the attorneys in the Division covering a broad range of predominantly civil matters which are alluded to above.

Litigation. This Division of six experienced trial lawyers is a resource for all litigation in the Department and directly handles tort claims against the State and those court actions either

not concerning any agency or sufficiently complex to involve the litigation expertise of the Division. The Litigation Division handles a sizeable amount of major litigation independently of its coordination with other litigation efforts in the Department. The Division successfully defended a suit brought against the State and Bath Iron Works by Common Cause challenging the Portland drydock project, defended a suit brought in the United States District Court by religious schools seeking an exemption from the State's compulsory education requirements, a suit brought by a group of Indian Tribal Housing Authorities who claim that the State has a continuing obligation to support these Authorities despite the settlement in the Indian Land Claims Case, a suit by the Penobscot Indian Tribe challenging the State's right to regulate beano in the Tribe's reservation, and is prosecuting several severance pay cases. The Division is also responsible for defending suits against the Judiciary. The Division is also responsible for various affirmative litigation, examples of which are a suit brought on behalf of the Maine Human Rights Commission against the City of South Portland for discrimination against physically handicapped citizens and an unfair trade practices suit against Sears, Roebuck and Co.

Opinions/Counsel. This division of four lawyers has primary responsibility for the preparation of formal opinions of the Attorney General requested by the Governor, State agencies and the Legislature. Its attorneys also represent the State Retirement System, the Department of Finance and Administration, the Department of Defense and Veterans' Services, and portions of the Executive Department and the Office of the Secretary of State. Finally, the Division assists the Attorney General in discharging his common law responsibilities for the supervision of the administration of charitable trusts.

Natural Resources. During the 1985 fiscal year, the Natural Resources Division consisted of 7 lawyers whose time was spent advising and representing several agencies of State Government: Department of Environmental Protection; Department of Conservation (including Land Use Regulation Commission); Department of Marine Resources; Department of Agriculture (including the Harness Racing Commission, Maine Milk Commission, Soil and Water Conservation Commission, and Pesticides Control Board); Department of Inland Fisheries & Wildlife; Office of Energy Resources; and the State Planning Office.

During the 1985 fiscal year, this Division pursued 70 enforcement actions to judgment resulting in the imposition of more than $915,000 in damages, fines and civil penalties. The Division represented agencies in the State's Administrative Court, District Court, Superior Court and Supreme Judicial Court as well as the United States District and Circuit Courts.

Noteworthy cases during the course of the year included the conclusion of virtually all legal issues surrounding the public lots negotiations; continued litigation against the Environmental Protection Agency to force it to address the problem of acid rain; defending the public's rights, under the public trust doctrine, in a lawsuit involving Moody Beach; the judicial enforcement of an uncontrolled hazardous substance site in South Hope, Maine; significant judicial and administrative actions against several large wastewater discharge violators resulting in significant penalties and improved wastewater treatment facilities to protect Maine's waters; and the so-called Big A licensing hearing before the Land Use Regulation Commission.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF ATTORNEY GENERAL (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,216,670	2,795,681	251,877		169,112	
Health Benefits	127,190	107,663	10,419		9,108	
Retirement	278,033	240,922	19,425		17,686	
Other Fringe Benefits	14,954	12,537	908		1,509	
Computer Services—State	2,151	2,151				
Other Contractual Service	342,777	304,738	35,356		2,683	
Rents	71,091	66,702			4,389	
Commodities	17,141	16,803	81		257	
Grants—Subsidies—Pensions	350	350				
Equipment	20,385	14,635	4,432		1,318	
Transfers to Other Funds	26,485		18,329		8,156	
TOTAL EXPENDITURES	4,117,227	3,562,182	340,827		214,218	

ADMINISTRATION (ATTORNEY GENERAL)

ROBERT J. STOLT, DEPUTY ATTORNEY GENERAL

Central Office: State Office Building, Augusta; *Floor:* 6 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: 1820 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239A; *Citation:* 5 M.R.S.A., Sect. 191

PROGRAM: See report for the Department of the Attorney General.

DISTRICT ATTORNEYS

JAMES E. TIERNEY, ATTORNEY GENERAL

Central Office: State Office Building, Augusta; *Floor:* 6 *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: January, 1974 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 239D; *Citation:* 5 M.R.S.A., Sect. 199

Average Count—All Positions: 50 *Legislative Count:* 0

PURPOSE: The District Attorney is an elected law enforcement officer vested by law with a duty to maintain public order, to prosecute offenders, or to make arrests for crimes. The District Attorney for each prosecutorial district appears for each county within the district for which he/she is elected, under the direction of the County Commissioners in all actions and other civil proceedings in which any county is a party or interested. All such actions, whether civil or criminal in which the State is a party, shall be prosecuted by him/her or under his/her direction. The District Attorney is the legal advisor to the County Commissioners.

ORGANIZATION: The State is divided into eight prosecutorial Districts each headed by a District Attorney.

District One—York—Gene B. Libby, District Attorney
District Two—Cumberland—Paul Aronson, District Attorney
District Three—Oxford, Franklin, Androscoggin—Janet T. Mills, District Attorney
District Four—Kennebec, Somerset—David W. Crook, District Attorney
District Five—Penobscot, Piscataquis—R. Christopher Almy, District Attorney
District Six—Sagadahoc, Knox, Lincoln, Waldo—John R. Atwood, District Attorney
District Seven—Hancock, Washington—Michael E. Povich, District Attorney
District Eight—Aroostook—John D. McElwee, District Attorney

FINANCES, FISCAL YEAR 1985: All the District Attorneys and Assistant District Attorneys receive their salaries and benefits paid from the State Treasury from funds appropriated to the Attorney General for this purpose.

OFFICE OF THE CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE

HENRY RYAN, M.D., CHIEF MEDICAL EXAMINER

Central Office: Public Utilities Bldg., 242 State Street, Augusta; *Floor:* 7
Telephone: 289-2993

Mail Address: Statehouse Sta. #37, Augusta, Maine 04333

Sunset Review Required by: June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 26; *Unit:* 242; *Citation:* 22 M.R.S.A., Sect. 3022 §30

Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The Office of the Chief Medical Examiner combines the functions of the coroner's

physician and coroner in that it is responsible for determining the cause of death by medical examination and laboratory testing and the manner of death by inquiry in all deaths that cannot be certified by private physicians. Medical Examiner cases include deaths due to trauma or poisoning or occurring under suspicious circumstances. When there is no private physician capable of certifying a death, even if apparently due to natural causes, the Medical Examiner must assume responsibility for such cases.

The Medical Examiners are responsible for determining the cause, circumstances, place, date and time of death, and the identity of the deceased. This is accomplished through the processes of inquiry, investigation, physical examination, autopsy, and other laboratory studies as needed to the end of certifying such deaths. The Office also provides reports for legal and vital records purposes and procures evidence from the person of the deceased for the investigative purposes of other agencies and or legal proceedings.

ORGANIZATION: In 1968 the Office of Chief Medical Examiner for the State was established, a specialist in forensic pathology was appointed by the Governor as Chief Medical Examiner. The Chief Medical Examiner was given authority to appoint statewide medical examiners and state funds were appropriated for all necessary expenses. Appropriate legislation was passed to affect this change. In 1973 the Office was incorporated under the Attorney General's Office for administrative purposes. Its case decisions are rendered independent of the Attorney General's Office and the Chief Medical Examiner is appointed by the Governor.

The system is supported by licensed physicians serving as Medical Examiners throughout the State on a statutory fee for service basis assisted by local and State law enforcement officials, hospital pathologists, and various State, hospital, and private laboratory resources. Two Medical Examiners, the Chief and Deputy Chief are salaried.

PROGRAM: In fiscal year 1985, 1,812 deaths were reported, 1,198 were accepted as medical examiner cases, 324 autopsies were performed, 393 scene visits were made, 459 alcohol tests were ordered and 159 cases had additional toxicology.

LICENSES, PERMITS, ETC.: Certificate of appointment of Medical Examiners—issued to persons appointed to serve by the Chief Medical Examiner through the Office of Secretary of State.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded int he files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	187,063	187,063				
Health Benefits	6,020	6,020				
Retirement	18,936	18,986				
Other Fringe Benefits	1,462	1,462				
Other Contractual Service	203,351	203,351				
Commodities	4,943	4,943				
Equipment	3,016	3,016				
TOTAL EXPENDITURES	434,639	434,639				

DEPARTMENT OF AUDIT

ROBERT W. NORTON, STATE AUDITOR
ROBERT G. REDMAN, DEPUTY STATE AUDITOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333

Established: 1907 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244; *Citation:* 5 M.R.S.A., Sect. 241

Average Count—All Positions: 42 *Legislative Count:* 25

Organizational Units:
Departmental Bureau
Municipal Bureau

PURPOSE: The Department of Audit was established to provide post audits of all accounts and other financial records of the State government or any department or agency thereof, and to report annually on this audit and at such times as the Legislature may require. The Department is authorized to install accounting systems and to perform post-audits for counties, District Courts, municipalities, court clerks and probation officers; to perform post-audits for the Maine Forestry District; to serve as a staff agency to the Legislature or any of its committees, or to the Governor in making investigations of any phase of the State's finances, and to investigate and report incidents of alleged fraud, attempted fraud, commingling or misapplication in connection with but not limited to handling of funds of the State; to review and study departmental budgets and capital programs for better and efficient management of the State government; to review and study expenditures of the dedicated funds of independent boards and commissions, and to report its findings, with recommendations, on any review or study to the Legislature.

The State Auditor is authorized to serve as a staff agency to the Commission on Governmental Ethics and Election Practices in making investigations of any phase of the Commission's work and has all necessary powers to carry out his responsibilities.

ORGANIZATION: The Department of Audit originated in 1883 with the establishment of a three-member Committee to Examine Accounts of State Treasurer. Abolished in 1907, the Committee was replaced by a State Auditor who was to examine all accounts and demands against the State, including all matters requiring payment from the State Treasury, and in 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by joint ballot of the Legislature for a term of four years.

In January, 1945, a reorganization of departmental auditing procedures was undertaken. The position of Deputy Auditor was established, and the "resident-auditor plan" under which individual auditors were permanently assigned to certain departments to make a continuous post-audit of books and records, was eliminated. At present, one or more auditors are assigned to specific jobs as scheduled, and work is done periodically rather than by the resident-auditor plan. The use of an audit certificate was introduced and is included in each report of audit to a department, agency, municipality, institution, etc.

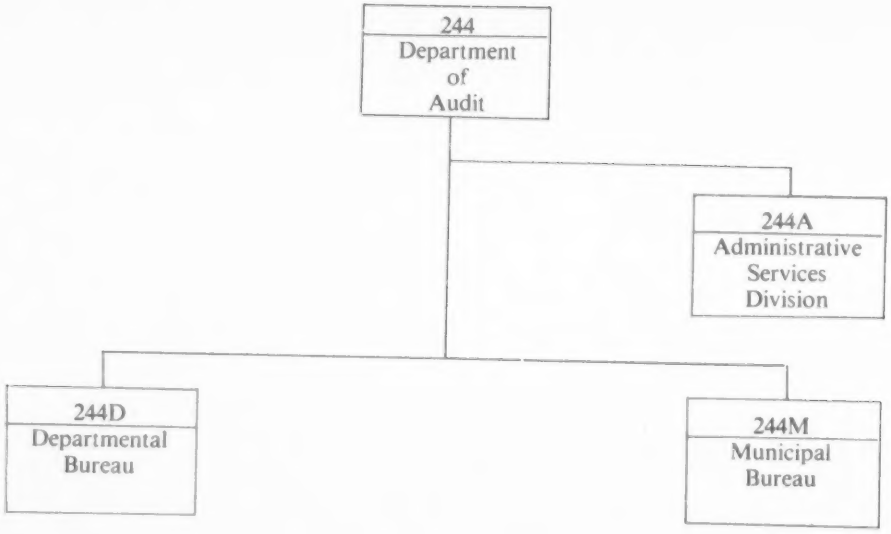
PROGRAM: The program of the Department is implemented through its Bureaus.

Departmental Bureau. The Departmental Bureau performs post-audits of accounts and other financial records of Maine State Government and reports on these audits. Audits scheduled for FY 85 totaled 135. These 135 audits consisted of 63 departments, bureaus, agencies, and/or commissions, 11 institutions, 6 vocational technical institutes, 39 examining boards, and 16 public administrators. In addition to the above audits, there is one staff auditor trained to do Federal Disaster relief audits. This agency also audits 16 Superior Courts, 33 District Courts and 1 Administrative Court.

Expenditures for personal services are the major disbursement for this Division and represented 93% of the FY 85 expenses.

Municipal Bureau. The Municipal Bureau's revenues are derived from a self supporting Special Revenue Fund based on services and fees charged to counties, cities and towns. Revenue from this program is expected to remain constant for the next biennium at $300,000 per year.

DEPARTMENT OF AUDIT
UMB 27



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF AUDIT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	727,338	500,339	226,999			
Health Benefits	38,909	25,279	13,630			
Retirement	118,777	81,243	37,534			
Other Fringe Benefits	3,294	2,259	1,035			
Computer Services—State	8,989	8,989				
Other Contractual Service	99,269	61,200	38,069			
Commodities	5,553	4,639	914			
Equipment	3,923	3,923				
Transfers to Other Funds	13,316		13,316			
TOTAL EXPENDITURES	1,019,368	687,871	331,497			

PUBLICATIONS:
State Auditors Annual Report

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $146,938 in FY 85 and are, by administrative decision, included with those of Departmental Bureau.

ADMINISTRATIVE SERVICES DIVISION (AUDIT)

ROBERT G. REDMAN, DEPUTY STATE AUDITOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244A; *Citation:* 5 M.R.S.A., Sect. 242
Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: The purpose of the Administrative Services Division is to perform postaudits of all accounts and financial records of the 16 Superior Courts, 33 District Courts and the Administrative Court. Legislation mandates that the cost of the audits of the various courts will be borne by the General Fund. Chapter 711, Public Laws of 1980, provided funds for 2 positions and related expenses and Chapter 463, Public Laws of 1981 and Chapter 477, Public Laws of 1983, allowed an additional position and related expenses respectively to audit the courts.

Chapter 63, Public Laws of 1985 provided funds for 2 positions and related expenses to establish an electronic data processing function in order to perform systems reviews as well as other auditing procedures utilizing computers. EDP audits will be performed on the various departments, institutions and agencies which have computers.

ORGANIZATION: The Administrative Services Division is headed by a Chief Executive. Authorized personnel in the division total 6, consisting of one Assistant Director of Audits, one Legislative Auditor III, three Legislative Auditors II and one Legislative Auditor I.

PROGRAM: Court audits scheduled for completion during the 1984-85 fiscal year consist of 5 complete counties, and 11 separate district courts for a total of 5 Superior Courts and 21 District Courts. The major goal of this Division is to reach an annual postaudit of all courts in the court system.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $146,938 in FY 85 and are, by administrative decision, included with those of Departmental Bureau.

DEPARTMENTAL BUREAU (AUDIT)

ROBERT A. PARADIS, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244D; *Citation:* 5 M.R.S.A., Sect. 243
Average Count—All Positions: 19 *Legislative Count:* 19

PURPOSE: The purpose of the Departmental Bureau is to perform post-audits of accounts and other financial records of Maine State Government and report on these audits.

ORGANIZATION: The Departmental Bureau is headed by a chief executive. Authorized personnel in the bureau total 19, including two Assistant Directors, four Legislative Auditor III's, eight Legislative Auditor II's and two Legislative Auditor I's.

PROGRAM: The major goal of this bureau is to have the annual postaudits completed within six months of the fiscal year end closing. Audits scheduled for FY 85 totaled 135. These 135 audits consisted of 63 departments, bureaus, agencies and/or commissions, 11 institutions, 6 vocational technical institutes, 39 examining boards and 16 public adminsitrators. In addition to the above audits, there is one staff auditor trained to do Federal Disaster relief audits.

PUBLICATIONS:
State Auditors' Annual Report

FINANCES, FISCAL YEAR 1985: The following financial display was generated fromt his unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENTAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	500,339	500,339				
Health Benefits	25,279	25,279				
Retirement	81,243	81,243				
Other Fringe Benefits	2,259	2,259				
Computer Services—State	8,989	8,989				
Other Contractual Service	61,200	61,200				
Commodities	4,639	4,639				
Equipment	3,923	3,923				
TOTAL EXPENDITURES	687,871	687,871				

MUNICIPAL BUREAU (AUDIT)

JOSEPH M. PLOURDE, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-2201
Mail Address: Statehouse Sta. #66, Augusta, Maine 04333
Established: 1907 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 27; *Unit:* 244M; *Citation:* 5 M.R.S.A., Sect. 243
Average Count—All Positions: 16 *Legislative Count:* 0

PURPOSE: The purpose of the Municipal Bureau is to conduct audits of counties, cities and towns, school administrative districts and other quasi-municipal corporations upon request.

ORGANIZATION: The Municipal Bureau is headed by a Chief Executive. Authorized personnel in the bureau total 16, consisting of 1 director, 5 Legislative Auditor III's, 3 Legislative Auditor II's, 4 Legislative Auditor I's and 3 clerical staff.

PROGRAM: The statutes provide that each municipality and quasi-municipal corporation shall have an annual post-audit made of its accounts, covering the last complete fiscal year, by the State Department of Audit or by a qualified public accountant. Upon request, the municipal bureau is expected to audit 78 municipalities and municipal districts, 28 school districts and 132 special audits for the fiscal year ending June 30, 1985. The statutes also provided that each

county shall have an annual postaudit made of its accounts by either the State Department of Audit or by a certified public accountant selected by the county commissioners. It is expected that the municipal bureau will audit 11 counties during the fiscal year.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MUNICIPAL BUREAU (AUDIT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	226,999		226,999			
Health Benefits	13,630		13,630			
Retirement	37,534		37,534			
Other Fringe Benefits	1,035		1,035			
Other Contractual Service	38,069		38,069			
Commodities	914		914			
Transfers to Other Funds	13,316		13,316			
TOTAL EXPENDITURES	331,497		331,497			

BAXTER STATE PARK AUTHORITY

GLENN H. MANUEL, CHAIRMAN
IRVIN C. CAVERLY, JR., DIRECTOR

Central Office: 64 Balsam Drive, Millinocket, ME *Telephone:* 723-9616
Mail Address: 64 Balsam Drive, Millinocket, ME 04462
Established: 1933 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 293; *Citation:* 12 M.R.S.A., Sect. 901
Average Count—All Positions: 21 *Legislative Count:* 56

PURPOSE: The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park *"...shall forever be retained and used for state forest, public park and public recreational purposes...shall forever be kept and remain in the natural wild state...shall forever be kept and remain as a sanctuary for beasts and birds."*

The primary responsibilities of the authority are to operate and maintain various campgrounds and campsites within the 201,018 acre wilderness park; to protect the wildlife, fauna, and flora within the park for the enjoyment of present and future generations; to receive and expend monies from the trusts and other income for maintenance and operation of the park; to acqire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and preservation of the park, monuments, and structures thereon and for the protection and safety of the public; and to exercise police supervision over the park.

ORGANIZATION: Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until the final acquisition in 1962 brought the area to its present size of 201,018 acres. In addition to the various gifts of land, he also left two sizeable trust funds to carry out the operation and maintenance of the park without the need of State funding, the only exception being road maintenance by the Department of Transportation from funds collected through gasoline taxes.

While Baxter State Park bears the name "State", it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three-man authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park and in the exercise of all Trust obligations.

Operation of the park is financed in part from use fees, entrance fees, etc. but the majority of the funds are obtained from trusts established by Governor Baxter, namely the original trust established in 1945 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's General Fund until 1971 when it became self-sufficient as it was felt that the main purpose of Governor Baxter's bequests was to release the State from any obligation for Baxter Park operating costs, except road maintenance.

Responsibility for the operation of Baxter State Park is delegated from the Authority to the Park Director who supervises the managers of the following divisions: Administrative; Forestry; Maintenance; Public Relations; North District, and South District.

PROGRAM: Baxter State Park, being a wilderness area, has many problems unique to itself as far as other parks within Maine are concerned, such as types of campers and hikers, camping facilities, the type of area, and the responsibility for lost persons. The park encompasses 201,018 acres with campgrounds, outlying sites, group areas, and cabins. These overnight facilities have a daily capacity of 1,010 for the 1984 season with a potential seasonal capacity of 154,530. Actual capacity used will average around 50% for the normal camping season which runs between May 15th and October 15th at most campgrounds.

The following use statistics are presented on a calendar year basis in order to better reflect a full seasons operation:

BAXTER STATE PARK

Statistical Use Information:	1984	1983	1982	1981	1980
SUMMER SEASON (5-15—10-15)					
USE—BY TYPE:					
Day Use	41,727	38,137	40,892	34,631	35,814
Transient	8,903	9,923	11,860	10,150	11,754
Camper	18,819	20,975	22,098	24,788	22,126
Lodge Guests	726	449	1,281	718	792
TOTAL PEOPLE	70,175	69,484	76,131	70,287	70,486
MISCELLANEOUS:					
Camper Days	54,808	57,814	56,982	58,184	57,476
Average Stay (Days)	2.9	2.40	2.58	2.35	2.59
Number of Vehicles	23,450	24,110	25,062	25,963	22,894
Recreational Visitor Days	105,438	105,874	109,734	102,965	105,044
WINTER SEASON (12-1—4-1)					
	1984/85	**1983/84**	**1982/83**		
USE—BY TYPE:					
Day Use	1,573	977	594		
Campers	439	1,549	1,070		
TOTAL PEOPLE	2,012	2,526	1,664	—	—
MISCELLANEOUS:					
Technical Climbing	1,026	867	770		
General Climbers	548	682	300		
CAMPER DAY TOTAL	1,574	1,549	1,070	—	—
Skiing/Snowshoeing	207	77	83		
Snowmobiling	1,366	900	511		
DAY USE TOTAL	1,573	977	594	—	—
Recreational Visitor Days	4,721	4,075	2,734	—	—

Financial Information:	1984/85	1983	1982	1981	1980
REVENUE:					
Net from Operations	$267,447	$263,475	$269,527	$196,802	$191,121
Trust Fund	495,000	500,000	586,269	651,741	533,565
Miscellaneous	10,713	17,485	8,248	5,483	2,745
Forestry	61,817	4,726	—	—	—
TOTAL	$834,977	$785,686	$864,044	$854,026	$727,431
EXPENDITURES:					
Personal Services	$569,007	$546,760	$599,355	$496,046	$502,052
All Other	225,612	$246,216	$184,590	$270,622	$224,649
Capital	31,067	43,769	50,829	74,315	72,695
TOTAL	$825,686	$836,745	$834,774	$840,983	$799,396

LICENSES, PERMITS, ETC.:

Licenses:

The Baxter State Park Authority is authorized to issue non-resident fishing licenses on behalf of the Department of Inland Fisheries and Wildlife.

Permits:

The Baxter State Park Authority authorizes the issuance of Entrance Permits for day use, overnight use, and seasonal use. The Authority also authorizes the issuance of advance reservations for all overnight facilities in Baxter State Park.

Certificates:

The Baxter State Park Authority authorizes the award of certificates of appreciation for volunteers who provide services to Baxter State Park.

PUBLICATIONS:

Guide to Baxter State Park and Baxter State Park Hiking Guide	$ .50
At Timberline	14.65
Guide to the Appalachian Trails in Maine	15.25
Map Sections A.T.G.	2.65
Mountain Flowers of New England	6.85
River Guide	8.35
Maine Mountain Guide	10.45
Don't Die on the Mountain (Safety)	1.65
Frostbite (Safety)	1.65
Animal Tracks	.25
Topographical Maps	2.00
Greatest Mountain: Katahdin's Wilderness	6.85
Baxter State Park and Katahdin Map	4.15
Katahdin Skylines and Geology	7.30
Legacy of a Lifetime: The Story of Baxter State Park	16.80
Rules and Regulations/Map	No Charge

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BAXTER STATE PARK AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	485,421		485,421			
Health Benefits	29,055		29,055			
Retirement	74,801		74,801			
Other Fringe Benefits	3,921		3,921			
Other Contractual Service	166,809		166,809			
Rents	4,904		4,904			
Commodities	52,688		52,688			
Buildings and Improvement	256		256			
Equipment	46,782		46,782			
Transfers to Other Funds	16,481		16,481			
TOTAL EXPENDITURES	881,118		881,118			

MAINE BLUEBERRY COMMISSION

BERNARD LEWIS, CHAIRMAN
EDWARD H. PIPER, Executive Director

Central Office: Coburn Hall, UMO, Orono *Telephone:* 581-1476
Mail Address: Coburn Hall, UMO, Orono, Maine 04469
Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 294; *Citation:* 36 M.R.S.A., Sect. 4312-B
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: In 1945, the blueberry industry of the state requested the legislature to establish an industry tax to generate dedicated revenue to be used for the purpose of research and extension programs relating to the production and marketing of blueberries. Over the years, this tax has been increased for the purpose of advertising and promoting the use of blueberries. The Blueberry Commission has the responsibility for allocation and administration of blueberry tax funds. Currently the tax is at the rate of ½ cent per pound from blueberry growers and ½ cent from processors or shippers for a total of 1¢ per pound of blueberries produced or processed in the state.

ORGANIZATION: Legislation passed in 1984 provided that the Blueberry Commission consist of eight members appointed by the Commission of Agriculture, Food, and Rural Resources. The Commission elects a chairman from among its members and employs an executive director to handle the administrative responsibilities of the blueberry tax programs.

This legislation also provides for a Blueberry Advisory Committee of seven members who are appointed by the Blueberry Commission. The Advisory Committee works with the University of Maine to develop research and extension programs to serve the interests of the blueberry industry.

PROGRAM: The 1984 legislation provides that blueberry tax revenue be allocated as follows: 30% for research and extension programs at the University of Maine; 25% for market development and promotion; no more than 15% for administration; and the balance of funds to be used for research or promotion as may be determined by the Commission.

Most of the research and all of the extension activities are programmed through the Maine Agricultural Experiment Station and the Cooperative Extension Service at UMO. The Experiment Station maintains a research farm known as Blueberry Hill in the town of Jonesboro. In recent years, and largely due to new technology generated through the Experiment Station, the production of blueberries in Maine has increased approximately 50% from an average crop of 15 to 20 million pounds to an average of 25 to 30 million pounds.

Market development and promotion activities are carried out primarily through the allocation of funds to two trade organizations: The Wild Blueberry Association of North America (WBANA), and the North American Blueberry Council (NABC). These organizations conduct blueberry promotions for the export market as well as national advertising for the domestic markets. Special emphasis is given to the food service trade such as restaurants, bakeries, and lunch programs.

Other activities funded by the Commission include a direct mail campaign with Maine restaurants and exhibits at trade shows, fairs, and shopping malls. Some activities are carried out in cooperation with the Bureau of Marketing in the Department of Agriculture, Food and Natural Resources.

Significant progress has been made in working off the large cold storage inventories which were carried over from the bumper crops of 1982 and 1983.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE BLUEBERRY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,618		6,618			
Health Benefits	21		21			
Retirement	1,361		1,361			
Other Fringe Benefits	33		33			
Other Contractual Service	7,527		7,527			
Commodities	1,807		1,807			
Grants—Subsidies—Pensions	297,277		297,277			
Transfers to Other Funds	3,734		3,734			
TOTAL EXPENDITURES	318,378		318,378			

DEPARTMENT OF BUSINESS, OCCUPATIONAL AND PROFESSIONAL REGULATION

HARVEY E. DEVANE, COMMISSIONER

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3915
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 027; *Citation:* 10 M.R.S.A., Sect. 8001

Average Count—All Positions: 2 *Legislative Count:* 2

Organizational Units:

Divisions:
- Administrative Services Division
- Licensing and Enforcement Division

Bureaus:
- Bureau of Banking
- Bureau of Insurance
  - General Lines Agent Examination Advisory Board
  - Life Agent Examination Advisory Board
- Bureau of Consumer Credit Protection
  - Home Repair Advisory Board

Commissions:
- Maine Athletic Commission
- Real Estate Commission
  - Continuing Education Committee
- State Running Horse Racing Commission
- Penobscot Bay and River Pilotage Commission

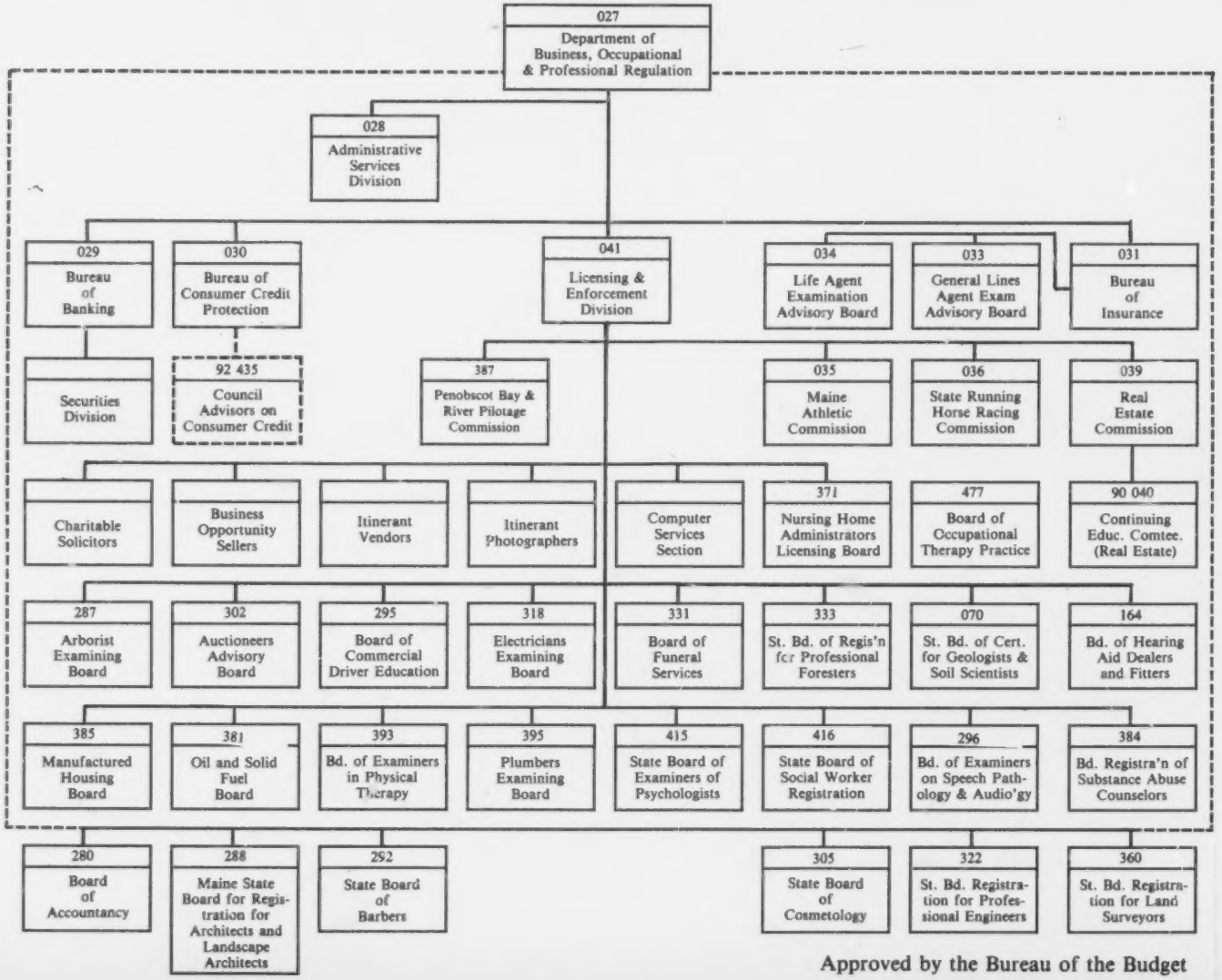
Boards:
- Arborist Examining Board
- Auctioneers Advisory Board
- Board of Commercial Driver Education
- Electricians Examining Board
- Board of Funeral Services
- Board of Registration for Professional Foresters
- Board of Certification of Geologists and Soil Scientists
- Board of Hearing Aid Fitters and Dealers
- Manufactured Housing Board
- Nursing Home Administrators Licensing Board
- Occupational Therapy Board of Practice
- Oil and Solid Fuel Board
- Board of Examiners in Physical Therapy
- Plumbers Examining Board
- State Board of Examiners of Psychologists
- State Board of Social Workers Registration
- State Board of Examiners on Speech Pathology and Audiology
- Board of Registration of Substance Abuse Counselors

AFFILIATED BOARDS:

Board of Accountancy
Maine State Board for Registration of Architects and Landscape Architects
State Board of Barbers
State Board of Cosmetology
State Board of Registration for Professional Engineers
State Board of Registration for Land Surveyors

PURPOSE: The Department exists to examine and oversee all state-chartered financial institutions of every type, to regulate bank holding companies, to regulate insurance companies, agencies and agents, grantors of consumer credit, the real estate industry, commercial boxing and wrestling, to approve the sale in Maine of oil and solid fuel heating equipment, and to license and regulate numerous professions and occupations.

ORGANIZATIONAL CHART
DEPARTMENT OF BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION
UMB 02



Approved by the Bureau of the Budget

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,167,711	257,072	1,910,639			
Health Benefits	118,046	11,180	106,866			
Retirement	345,922	46,244	299,678			
Other Fringe Benefits	10,177	1,193	8,984			
Computer Services—Comm.	2,055		2,055			
Computer Services—State	3,793		3,793			
Other Contractual Service	1,216,437	32,634	1,167,879		15,924	
Rents	34,544		34,544			
Commodities	36,690	1,440	34,727		523	
Grants—Subsidies—Pensions	126		126			
Equipment	44,840	655	44,185			
Transfers to Other Funds	203,285	394	201,386		1,505	
TOTAL EXPENDITURES	4,183,626	350,812	3,814,862		17,952	

DEPARTMENT OF BUSINESS OCCUPATIONAL AND PROFESSIONAL REGULATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	54,150	54,150				
Health Benefits	2,370	2,370				
Retirement	10,486	10,486				
Other Fringe Benefits	255	255				
Other Contractual Service	18,876	18,876				
Commodities	727	727				
Transfers to Other Funds	394	394				
TOTAL EXPENDITURES	87,258	87,258				

ORGANIZATION: The Department of Business Regulation was created in October 1973, as part of State government reorganization designed to consolidate related agencies along functional lines and to strengthen executive direction. Original agencies placed under the jurisdiction of the Department were the Bureau of Banking, the Bureau of Insurance, the Real Estate Commission, the Maine State Boxing Commission (renamed Maine Athletic Commission), the State Running Horse Racing Commission, and the Land Damage Board (renamed State Claims Board) now transferred by statute to the Department of Finance and Administration. The Administrative Services Division was established by the Commissioner in 1974 and by statute in C. 553, P.L. 1983. The Special Session of the 106th Legislature established the Bureau of Consumer Protection (renamed the Bureau of Consumer Credit Protection) to enforce the Maine Consumer Credit Code which became effective on January 1, 1975.

The 107th Legislature transferred the Oil Burner Men's Licensing Board (renamed the Oil and Solid Fuel Board) and the Electricians' Examining Board from the Department of Public Safety. The Special Session of the 107th Legislature established the Central Licensing Division and transferred the Board of Examiners on Speech Pathology and Audiology and the State Board of Examiners of Psychologists from independent agency status to the Department. The 108th Legislature created the Board of Registration of Substance Abuse Counselors and the Manufactured Housing Board and transferred the Board of Examiners of Arborists from an independent agency status to the Department. In its second session, the 108th Legislature transferred the Social Worker Registration Board from an independent agency status to the Department. The 109th Legislature transferred the Board of Registration for Professional Foresters, the Board of Certification for Geologists and Soil Scientists and the Board of Examiners in Physical Therapy from an independent agency status to the Department. It also created the Auctioneers Advisory Board.

The First Session of the 110th Legislature attached the State Board of Registration for Professional Engineers, the State Board of Registration for Land Surveyors and the Penobscot Bay and River Pilotage Commission to the Department. It also created the Commercial Driver Instructors Licensing Board and transferred the Registration of Charitable Solicitors from the Secretary of State to the Department.

The Second Session of the 110th Legislature transferred from the Department of Human Services to the Department of Business Regulation, the Plumbers Examining Board; the Board of Hearing Aid Dealers and Fitters, and the Board of Funeral Service, all effective July 1, 1983.

The First Session of the 111th Legislature, at the Department's request, enacted Public Law Chapters 171, 413 and 553. The first completely reorganized the Real Estate Commission, its staff and functions. The second conformed the statutes of all boards within or affiliated with the Department to the Administrative Procedures Act, recent Federal and State court decisions and it standardized many of the powers and procedures of twenty some licensing boards. This was the first time that a comprehensive, coordinated review had ever been undertaken.

It created a new Division of Licensing and Enforcement to include the Department's Computer Services Section; provided that the Superintendents of the three bureaus be General Fund responsibilities, took the Manufactured Housing Board and Athletic Commission out of the General Fund and made them dedicated accounts, and renamed the Department the Department of Business, Occupational and Professional Regulation to reflect the fact that fifty percent of Maine's occupational and professional licensing are within this Department.

The Second Session of the 111th Legislature created and placed within the Department the Board of Occupational Therapy Practice; it placed within the Department the Penn Bay Pilotage Commission and extended the Department's authority over the remaining six attached licensing boards. It permitted the Department to lease purchase additional computer capacity and to retain auctioneers licensing fees which had previously gone to the General Fund. It reviewed and to some extent standardized the per diem and expenses of licensing board members and provided that legislators could not be licensing board members.

The First Regular Session of the 112th Legislature transferred the Board of Administrators of Medical Care Facilities from independent status to this Department, effective June 4, 1985; and it created the Board of Registration of Dietetic Practice and the Board of Respiratory Care Practitioners and placed them within the Department, both effective September 19, 1985.

PROGRAM: The Commissioner is the Administrative head of the Department; and, as such, budgets for the entire department, initiates and coordinates all planning, directs the activities of the Department's two divisions and those of all units and employees not part of a major subdivision. The Commissioner is responsible for most personnel matters and directs the day-to-day management of the Department.

The Commissioner is responsible for reviewing the operation of agencies within the Department, and is to assure that each "complies fully with its statutory and public service responsibilities." However, the Commissioner lacks authority "to exercise or to interfere with the exercise of discretionary regulatory or licensing authority" which is vested by statute directly in the Bureaus, Boards and Commissions of the Department.

In the case of affiliated boards, the Commissioner and the Department act only as a liaison with the Governor and with other units of state government. Affiliated boards prepare their own budgets and submit them through the Department. Similarly, they prepare their own legislative proposals. They may or may not elect to use Departmental services such as central computer services.

The Commissioner develops the Department's legislative program, and coordinates it within the Department and with the administration. The activities of the Department during FY 85 are discussed in the following reports of its component parts.

LICENSES, PERMITS, ETC.:
See individual agencies.

PUBLICATIONS:
See reports of component units.

DIVISION OF ADMINISTRATIVE SERVICES

LINDA S. GILSON, DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3917
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 028; *Citation:* 10 M.R.S.A., Sect. 8003
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: This Division was established to provide centralized administration for all of the bureaus, boards and commissions within the Department, and for the Department itself.

Its major responsibilities are Accounting, Personnel Management and Purchasing. The Division provides centralized accounting and budgeting, centralized purchasing and property recording, and centralized personnel services including the preparation of payrolls and related record-keeping. Most reports required of the Department, and of small agencies within it, are prepared by this Division.

ORGANIZATION: This division consists of a Director, one secretary, one stenographer, one accountant II, one accountant I and one account clerk II.

Within the Administrative Services Division there are two functional units. The first is Financial which provides centralized accounting and fiscal services for the department as well as centralization of purchasing and property accounting. The second section, Personnel, is responsible for all personnel transactions for the department including the preparation of payrolls, affirmative action and contract administration.

PROGRAM: The Administrative Services Division provides the services described above for the entire Department. Additionally, the Division provides secretarial services to the Commissioner and it is responsible for ordering and arranging for the services provided to all units by outside staff agencies and by private parties and vendors. It is in the process of computerizing its functions on the department's computer. Completion of this process will provide better and more varied management information reports.

PUBLICATIONS:

Department of Business, Occupational and Professional Regulation, Organizational Structure and Financial History.....No Charge

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	85,023		85,023			
Health Benefits	5,027		5,027			
Retirement	15,615		15,615			
Other Fringe Benefits	381		381			
Other Contractual Service	18,095		18,095			
Commodities	1,967		1,967			
Grants—Subsidies—Pensions	126		126			
Equipment	3,034		3,034			
Transfers to Other Funds	10,255		10,255			
TOTAL EXPENDITURES	139,523		139,523			

DIVISION OF LICENSING AND ENFORCEMENT

BRUCE G. DOYLE, DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: July 30, 1976 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 041; *Citation:* 10 M.R.S.A., Sect. 8003

Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: Most, if not all, Maine Occupational and Professional Licensing Boards are too small to develop, or to afford by themselves, specialized technical services, or even adequate administrative procedures. Also, because Licensing Boards meet annually and additionally when necessary, they are not in a position to supervise their employees nor to coordinate their legislative programs and to communicate effectively with their appointing authority. This division assists to do all of those things for Licensing Boards within the Department and to enable the Commissioner to meet his responsibility to see that each Licensing Board "meets its statutory and public service responsibility."

ORGANIZATION: The staff consists of a Director, five licensing board clerks, each of whom serves three to five boards, a Director of the Computer Services Section and one Data Control Specialist. While the Computer Services Section is a part of the Division of Licensing and Enforcement it provides data and word processing services to the entire department.

PROGRAM: In addition to the Division's own employees, the Director hires, trains and supervises, sometimes subject to Board approval, three clerks and eight enforcement officers who work for the larger licensing boards. The Division also conducts four registration programs. The division, in addition to providing administration for the Boards, assists them in matters pertaining to examinations, investigations, disciplinary actions, and enforcement. Its Computer Services Section issues all original and renewal licenses, maintains licensee rosters and registrations and issues license renewal notices.

The Division conducts four registrations, those of Itinerant Vendors and Photographers, Business Opportunity Sellers and Charitable Solicitors. During the fourth quarter of FY 1985, the Department published and filed its first rules governing the registration of charitable solicitors. These rules govern all procedures and require the completion of registrations, prescribe the content and preparation of financial reports and all disclosures required by the Act. The rules will become effective on August 1, 1985.

For charitable solicitors, an annual report is required and the Department was remiss in not including one in its FY 1983 and FY 1984 reports. Following is a summary of registrations conducted under the Act during the last three fiscal years:

	Registered Organization	Exempt Organization	Professional Fund Raisers
FY 1983	232	338	20
FY 1984	226	198	23
FY 1985	272	201	28

Note: effective September 1983, the Act was amended so that charitable organization "does not include any bona fide religious organization." Thereafter organizations claiming exemptions decreased significantly.

PUBLICATIONS: Rosters of all licensees of Boards, Bureaus or Commissions are printed upon request. Lists are available in many formats and can be as brief or as complete as necessary. Enabling statutes and the Rules of all Boards within the Department are published regularly. These materials are free or available for a nominal fee.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF LICENSING AND ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	124,721		124,721			
Health Benefits	8,366		8,366			
Retirement	19,610		19,610			
Other Fringe Benefits	570		570			
Computer Services—Comm	105		105			
Computer Services—State	22		22			
Other Contractual Service	25,880		25,880			
Rents	16,879		16,879			
Commodities	8,807		8,807			
Equipment	2,809		2,809			
Transfers to Other Funds	14,317		14,317			
TOTAL EXPENDITURES	222,086		222,086			

BUREAU OF BANKING

H. DONALD DeMATTEIS, SUPERINTENDENT
COLETTE L. MOONEY, Deputy Superintendent

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3231
Mail Address: Statehouse Sta. #36, Augusta, Maine 04333
Established: 1827 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 029; *Citation:* 9-B, M.R.S.A., Sect. 121
Average Count—All Positions: 27 *Legislative Count:* 6

PURPOSE: The Bureau of Banking was established to supervise all financial institutions chartered by the State in a manner to maintain and promote safe and sound financial practices; strength, stability and efficiency of financial institutions; security of deposit and share funds; reasonable and orderly competition; and development and expansion of financial services advantageous to the public welfare; and to assure that investors and the general public have the full and accurate information needed to make investment decisions, and that transactions in securities be effected fairly and honestly and are not fraudulent.

The Bureau has the power and responsibility to promulgate rules and regulations to govern the activities, operations, and procedures of financial institutions; to conduct an on-site examination of each financial institution supervised by the Bureau at least once every 18 months; to require reports and information necessary for proper supervision; to summon persons and subpoena witnesses in connection with Bureau matters; to order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; to approve or deny applications for new charters and applications by existing financial institutions to branch, merge, acquire, consolidate, relocate offices or convert to another charter; to administer the Maine Securities Act requiring registration of all non-exempt securities sold and registration of all brokers, dealers and agents selling securities in Maine; to prohibit dealers and agents from offering or selling securities if not satisfied that offerings have been made honestly, fairly, in good faith, with proper disclosure of information, and will not work a fraud on the prospective purchaser; to suspend or revoke, after hearing, the registration of dealers or agents or of any security, where statutory requirements have not been met; and to respond quickly and effectively to consumer complaints, investigate possible violations and make recommendations to the Attorney General as to the prosecution of violators. The Bureau administers the Takeover Bid Disclosure Law, requiring the filing of information about any company seeking to purchase 5% or more of the shares of any non-exempt target company which is organized under Maine law or which has substantial assets located in Maine, and can prohibit such offer, if after a hearing the proposed offering is deemed not to meet the requirements of law. The Bureau is lastly required to register and to require bonding of issuers and sellers of money orders by persons other than financial institutions authorized to do business in Maine.

ORGANIZATION:

Banking. From the date of Maine's statehood until 1831, only occasional committees were appointed by the Legislature to examine certain banks whenever deemed expedient. In 1831, the Legislature directed the Governor and Council to appoint two Commissioners who were required to examine each incorporated bank at least once a year. The powers and duties of the Commissioners were gradually broadened to include authorization to supervise every state bank and savings bank in the State and to set forth procedures to guard against unsafe practices. In 1868, the two Bank Commissioners were replaced with a single examiner of banks and insurance companies charged with making annual examinations of banks and insurance companies. Two years later, a separate office of Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. In 1909, legislation was enacted granting general supervisory powers over banks, mergers and new charters under a public convenience and advantage standard. The title of Bank Examiner was also changed back to Bank Commissioner. The Commissioner was empowered to hire one or more clerks, one of whom would be named Deputy Commissioner, thus marking the beginning of the Banking Department. Since 1909, powers and duties have been expanded to include supervision and

regulation of credit unions.

Under the plan for State government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation, effective October 3, 1973. The title of Bank Commissioner was changed to Bank Superintendent and the statutes provided for one or more Deputy Superintendent. The Bureau of Banks and Banking became known as the Bureau of Banking when the new Maine Banking Law took effect October 1, 1975. The licensing of small and large loan companies, home repair dealers and salesmen, motor vehicle dealers and authority in the area of credit cost disclosures and non deposit industrial loan companies were transferred to the Bureau of Consumer Protection within the Department of Business Regulation, effective June 28, 1974. The last of the remaining industrial banks went out of existence during the early months of 1976. In 1977, Chapter 22, Section 221 was amended to change the examination period from one year to 18 months.

In early 1985 a reorganization of the administrative staff of the Bureau was implemented. The Banking Division was divided into two functional groups with the responsibility for coordination and development of each area delegated to a Deputy Bank Superintendent. The Deputy Superintendent of Examination supervises the Bureau's professional field staff, and coordinates and monitors examinations and problem bank supervision. The Deputy Superintendent of Research/Administration is responsible for the development of the Bureau's data base, bank monitoring systems, legislative/rule-making activities and manages the office staff. A Financial Analyst position was also added to the Bureau's administrative staff, recognizing the need for more comprehensive, continuous analysis of changes in the financial services industry and the Bureau's role in monitoring these developments.

Securities Division. The law of the State of Maine relating to "Dealers in Securities" was enacted in 1913, two years after Kansas enacted the first "blue sky" law. This law was to be administered by the Bank Commissioner. Following several minor revisions, the law was amended in 1931 to include an expanded definition of the term "securities" to include land or property situated outside of Maine and to provide for a full-time securities examiner and later to provide for a Securities Division. In 1967, the law was changed substantially to provide for the registration of securities, to expand further the definition of securities, to add civil liability and antifraud provisions to the Act, and to increase penalties for violations. A 1973 amendment to the Maine Securities Act gave the Superintendent of Banking authority to exempt certain dealers, agents, securities and transactions, and a 1977 amendment authorized an expanded exemption for Maine corporations. Significant amendments effective in 1980 and 1981 also redefined certain terms, provided new or expanded exemptions, and added new enforcement authority. In 1984 the securities law was further amended to accommodate electronic registration of agents, and also to provide authority to order stale applications abandoned.

In June 1985, the One-Hundred-and-Twelfth Legislature passed, and the Governor signed into law, An Act to Revise the Maine Securities Act. The new law, based on a modified version of the draft revised Uniform Securities Act, will become effective in September of 1985. The Act contains authority for the Bank Superintendent to adopt the Uniform Limited Offering Exemption for private placement offerings. The new Act makes numerous other changes, including broadening the scope of the Securities Act in the areas of enforcement and the regulation of Investment Advisors, and providing for registration of securities by notification, coordination and qualification. The new Act will provide for a more streamlined and more equitable regulation of securities activities in the State. It also contains increased enforcement powers, which serve to reinforce the Securities Division's efforts to move from its traditional concentration on a registration function to the development of a stronger enforcement posture. In keeping with this policy shift, the Bureau has created new supervisory positions in the registration and enforcement areas.

In 1978 a Takeover Bid Disclosure Law was enacted, naming the Bank Superintendent or his designee as the administrator. That law was amended in 1982 with the intent to preclude any attack on its constitutionality under the supremacy and commerce clauses. The Takeover Bid Disclosure Law is also administered by the Securities Division of the Bureau.

PROGRAM: The Bureau's program is primarily implemented through its Banking and Securities Divisions.

Banking. Statutes now require examination of all state-chartered financial institutions and credit unions once in an 18 month period. The present 18 month period for examinations ends December 31, 1985.

In 1983, the Maine Banking Code was amended to provide a notification process to be followed for opening, closing, or relocating a branch of a financial institution. The Superintendent retains the right to require a comprehensive application for such transactions as circumstances warrant. During fiscal year 1984, two pending branch applications, one application received during the year and one pending application to close a branch, were approved. Twenty-two notification letters were also processed: ten to open new branches, three to relocate existing facilities, and nine to close branches. The Bureau also acted on several merger/acquisition proposals: two applications pending at the close of the previous fiscal year were approved, and another application involving two commercial banks was processed. Two applications for interstate acquisitions, one of which was received in the previous fiscal year, were approved. Four applications to form one bank holding companies were received and approved in this fiscal year and one commercial bank was granted permission for a corporate name change. Two applications, one pending and one received, for commercial banks to engage in non-banking activities were approved and six thrift institutions were given permission to form a service corporation which is jointly owned. There are now 180 sites available for sharing of satellite banking facilities.

Administrative personnel of the Bureau participated in programs of industry groups, professional associations and federal regulatory agencies. Advanced examiner training involved several examiners in interagency schools including three different schools devoted to the specialized areas of Electronic Data Processing examination, one session on examining trust departments and eleven other schools and seminars designed to increase the level of expertise in bank examination and supervision. One senior bank examiner serves as an instructor at schools sponsored by the Conference of State Bank Supervisors. Four examiners attended graduate studies programs. The Bureau is continuing to broaden the scope of its examination capabilities to now include electronic data processing, bank holding companies and a formal compliance review.

We continue to enhance the close working relationship we have developed with Federal regulatory agencies. The Bureau has expanded the divided examination program in which only one agency, state or federal, conducts bank examination and provides the other with its report. The agencies alternate examinations of each financial institution, rather than examine them concurrently, which was the past practice. This system appears to provide better utilization of staff and also eases the regulatory and financial burden on regulated institutions.

Securities Division. During the fiscal year 1984-85, the Securities Division received and processed 3,082 applications to register securities under Section 871, a four percent increase over the prior year. The Division also received and processed 1,495 notifications to perfect a private offering exemption under Section 874-A(3), and 104 notifications to perfect an exemption for exchange-listed securities under Section 873(5)(B), representing a 130% increase and an 84% decrease, respectively. As of the end of the fiscal year 1984-85, the Division had 567 dealers and 7,409 agents registered, representing respectively a three percent increase in dealer registrants and a 27% increase in agent registrants.

On March 26, 1984 the Division began registering all agents of NASD member firms through the Central Registration Depository in Washington, DC. By August 1984 all 48 contiguous states will be using the CRD system for agent registrations. As planned, all broker-dealer registrations will be effected through the CRD system sometime in 1986. Future plans also contemplate registration of securities through the CRD's electronic system. The Securities and Exchange Commission is presently experimenting with an electronic filing and review system, for registration statements of issuers.

The Division's enforcement activities continued to increase. During the preceding year, the Division issued numerous Cease and Desist Orders in a variety of circumstances. Some of the recipients of Cease and Desist Orders have been oil/gas lease lottery filing services, firms selling oil and gas leases outright, broker-dealers selling nonregistered securities in Maine, and individuals selling securities without being registered as broker-dealers or agents. The Division continues to see a proliferation in out-of-state "boiler room" operations directing their sales activities to Maine. There has been a significant shift of many of these operations from oil and gas related activities into commodities. Both on and off exchange commodity contracts and "extended delivery" programs have blossomed in number; some of these firms engaging in the solicitation of commodities-type business use questionable sales techniques and are of doubtful

integrity. The Division is currently investigating those operations within its jurisdiction to the CFTC, NFA or other appropriate regulatory body. Many of the brokerage account complaints are settled as a result of investigation and negotiation between the Division and the broker-dealer firm. Investor alert press releases have been periodically issued by the Division warning investors about fraudulent tax shelters, commodities schemes, and oil/gas leases.

LICENSES, PERMITS, ETC.:

License:
- Securities Agent or Salesman
- Securities Dealer
- Negotiable Money Orders (Company and Agent)

PUBLICATIONS:

Banking Laws, Regulations and Bulletins—Maine Bureau of Banking ($75.00) (includes 2 year updates 1985-1986 inclusive)

Maine Securities Act—($4.00)

A Consumer's Guide to Home Mortgage Financing in the 1980's (Free)

Report of the Superintendent, Bureau of Banking, State of Maine For the Ten Year Period June 30, 1972-June 30, 1983 ($5.00)

Report of the Superintendent, Bureau of Banking-Status of Maine's Financial Institutions (1/15/85)—($10.00)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF BANKING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	584,232	126,062	458,170			
Health Benefits	29,683	6,359	23,354			
Retirement	93,256	21,655	71,601			
Other Fringe Benefits	2,635	573	2,062			
Computer Services—Comm	1,530		1,530			
Other Contractual Service	165,717	12,530	153,187			
Commodities	3,196	713	2,483			
Equipment	3,711	655	3,056			
Transfers to Other Funds	20,783		20,783			
TOTAL EXPENDITURES	904,743	168,547	736,196			

BUREAU OF INSURANCE

THEODORE T. BRIGGS, SUPERINTENDENT

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Established: 1870 *Sunset Review Required by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 031; *Citation:* 24A M.R.S.A., Sect. 200

Average Count—All Positions: 47 *Legislative Count:* 1

Organizational Units:

- General Lines Agent Examination Advisory Board
- Life Agent Examination Advisory Board
- Examination Division
- Consumer Services Division
- Licensing Division
- Property and Casualty Division
- Life and Health Division
- Actuarial Division
- Legal Division

PURPOSE: To regulate all insurance companies granted a certificate of authority in Maine to protect the public, and to license insurance agents, brokers and adjusters in the public interest. To accomplish these purposes the Bureau is empowered to license insurance companies and rating organizations to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations and automobile road service organizations.

The Bureau examines domestic insurers not less than once every five years to insure the soundness of the insurance company's financial position. In addition, the Bureau has certain limited responsibilities for the examination of alien insurers. The Bureau also audits the annual statements of insurance companies, and examines and issues licenses to all qualified applicants for licenses as insurance agents, brokers, consultants and adjusters. Also, the Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms and contracts used in Maine must be filed by insurance companies for approval by the Bureau.

The Bureau is responsible for authorizing and reviewing self-insurance status for both individual and group self-insurers for workers compensation.

The Bureau may file a complaint with the Administrative Court seeking suspension or revocation of licenses in instances where insurance companies, agents, brokers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of Title 24 or of Title 24-A.

ORGANIZATION: In 1868 a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959.

Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Business Regulation effective October 3, 1973.

PROGRAM: The program of this Bureau is implemented through its five divisions.

Property and Casualty Division. This Division reviewed approximately 2,779 rate, rule and form filings, responded in writing on various matters; handled numerous telephone complaints and inquiries; updated and republished consumer premium comparison reports for automobile and homeowners insurance; cooperated with various legislative committees and special study committees in several areas, particularly workers' compensation.

Life and Health Division. The Life & Health Division received during fiscal year 1985, 10,068 policy forms for review; 1,405 of which required further correspondence; 548 forms were subsequently disapproved and 9,520 approved or placed on file. This Division also processed 71 consumer written requests for information or help concerning problems of marketing or claim settlement. This Division also prepared a comparison chart for Medicare Supplement insurance policies and promulgated rules setting forth minimum standards for mental health and substance abuse benefits.

Consumer Services Division. The Consumer Services Division serviced 1,473 complaints and 1,763 inquiries during the fiscal year 1984/1985. Sixty-three (63) hearings were scheduled on cancellation or nonrenewal of dwelling or automobile insurance policies; 29 hearings were held with 12 of the cases decided in favor of the insured; 34 hearings were cancelled because either the insurer agreed to continue the policy in force or the insured requested cancellation of the hearing.

Licensing Division. During the Fiscal Year 1984/85, the Licensing Division processed licenses for 9 new companies, 1 Road Service Organization, 1,424 Agents, 23 Adjusters, 101 Brokers and 9 Consultants. There were 851 Agents cancelled. The net gain for the Fiscal year was 573 Agents.

There are currently 7,015 licensed Agents, 267 Adjusters, 922 Brokers, 68 Consultants and 701 Companies. There are 15 Road Service Organizations, 3 Medical Companies and 1 Health Maintenance Organization. There are 10,814 licenses on the Board; 9,452 charged and 1,362 non-charged.

The Bureau administered 1,986 examinations during the Fiscal Year 1984-85.

Examination Division. The Examination Division completed 9 domestic insurance company examinations and 5 policy reserve valuations. Statistical reports were compiled on insurance written in the State of Maine.

LICENSES, PERMITS, ETC.:

License:

Insurance Agents (Res. & Nonres.)
Insurance Brokers (Res. & Nonres.)
Insurance Adjuster (Res. & Nonres.)
Surplus Lines Insurance Brokers
Road Service Co. & Agents
Insurance Consultants (Res. & Nonres.)
Insurance Companies
Rating Organizations
Inter-Insurers
Health Maintenance Organization

Authority:

Self-Insurer Worker's Compensation Exposure

PUBLICATIONS:

**Insurance and You.* A Guide to Better Understanding of Insurance for Residents of the State of Maine. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 7 pgs.

**Health Insurance and You.* A Guide to Better Understanding of Health Insurance Policies for Residents of the State of Maine. Jan. 1975. Maine Bureau of Insurance, Station #34, Augusta, Maine 04333. 20 pgs.

**Automobile Insurance Premium Comparison Report.* Oct. 1984. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333.

**A Guide to Preparing for the State of Maine Insurance General Lines Consultants Examination.* Prepared by the General Lines Insurance Advisory Board, Maine Bureau Insurance, State House Station #34, Augusta, Maine 04333. (1983 edition.) 7 pgs.

**A Guide to Preparing for the Initial General Lines Insurance Examination and the Permanent General Lines Insurance Examination.* Prepared by the General Lines Insurance Advisory Board, 3rd edition, April 1984, Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 41 pgs.

**A Guide to Preparing for the Initial Life and Health Agents Examination and the Permanent Life and Health Agents Examination.* Prepared by the Life Insurance Advisory Board, 6th Edition, Feb. 1985. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 35 pgs.

**A Guide to Preparing for the State of Maine Insurance Adjuster's Examination.* Prepared by the General Lines Insurance Advisory Board. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333. 24 pgs.

**Homeowners Insurance Premium Comparison Report.* Mar. 1985. Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333.

**Medicare Supplement Insurance Comparison Chart.* 1985 Edition, Maine Bureau of Insurance, State House Station #34, Augusta, Maine 04333.

*Single Copies—FREE.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	657,017	39,344	617,673			
Health Benefits	32,175	1,546	30,629			
Retirement	106,486	8,093	98,393			
Other Fringe Benefits	2,983	187	2,796			
Computer Services—State	3,736		3,736			
Other Contractual Service	496,171	1,228	494,943			
Commodities	10,192		10,192			
Equipment	26,708		26,708			
Transfers to Other Funds	81,646		81,646			
TOTAL EXPENDITURES	1,417,114	50,398	1,366,716			

GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

HERBERT MOULTON, C.P.C.U., CHAIRMAN
THEODORE BRIGGS, Superintendent

Central Office: Stevens School, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333

Sunset Review Required by: June 30,1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 033; *Citation:* 24A M.R.S.A., Sect. 1525

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purposes of the General Lines Agent Examination Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, the times and places within the State where examinations shall be held.

ORGANIZATION: The General Lines Agent Examination Advisory Board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the general lines insurance business and is a resident of the State. No person may be reappointed to a board for more than one 3-year term. In appointing members to the general lines advisory board, the superintendent, so far as practicable, must appoint persons with prior experience in the education and training of fire, casualty or surety insurance agents or prospective agents; and, so far as practicable, the superintendent must also constitute the board so that it at all times includes members who are experienced in the fire, casualty or surety insurance business, 2 of whom are representatives of general lines agents, one of whom is a representative of the domestic mutual insurers, other than life insurers, one of whom is the representative of other insurers authorized to do a property, casualty or surety insurance business in this State, and one of whom shall represent the public.

The board may, in addition, consult with the superintendent with respect to possible Legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of property, casualty or surety insurance by licensed general lines agents.

The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The General Lines Agent Examination Board held 4 regular meetings during the year. Legislation was passed that allows the Superintendent of Insurance to contract for testing services. The Board has been preparing to work closely with the Bureau of Insurance to assist in the selection of the contracting service and to review the material to be used should the Superintendent contract for testing services to improve the licensing process.

FINANCES, FISCAL YEAR 1985: 24A MRSA, Section 1526 provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

LIFE AGENT EXAMINATION ADVISORY BOARD

BETTY CUSHMAN, CHAIRPERSON

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3101
Mail Address: Statehouse Sta. #34, Augusta, Maine 04333
Established: 1970 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 034; *Citation:* 24A M.R.S.A., Sect. 1525
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of the Life Agent Examinations Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, and the times and places within the State where examinations shall be held.

ORGANIZATION: The board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the life insurance business, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

In appointing members to the life advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of life insurance agents or prospective agents; and so far as practicable, the superintendent shall so constitute the board that it shall at all times include one general agent or manager of a life insurance agency within this State, and one salaried home office officer or employee of a domestic life insurer.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of life insurance by licensed life agents. The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The Life Agent Examination Advisory Board met 8 times during the Fiscal Year 1984-85, including one joint meeting with the General Lines Board. The Board unanimously

voted to support Superintendent Briggs in favor of the utilization of a National Testing Service. The Board revised the Initial Life/Health exam, the Permanent Life/Health exam. The Consultant exam is still under revision. The Board also did an update of the Study Guide that the Bureau circulates to make certain that all questions in the exam were covered by the Guide.

FINANCES, FISCAL YEAR 1985: 24A MRSA, Section 1526 provides that expenditures of this unit shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

BUREAU OF CONSUMER CREDIT PROTECTION

ROBERT A. BURGESS, SUPERINTENDENT
HARRY W. GIDDINGE, Deputy Superintendent

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 030; *Citation:* 9-A M.R.S.A., Sect. 6-103
Average Count—All Positions: 8 *Legislative Count:* 1

PURPOSE: The Bureau of Consumer Credit Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Bureau is to implement the Maine Consumer Credit Code. The Code requires the Bureau to promote the development of equitable consumer credit practices; to promote competition among credit grantors; and to assure that the regulation of consumer credit transactions in Maine conform to the policies of the federal Truth-in-Lending Act.

In addition, the Bureau is responsible for administration of consumer-related State Acts concerning Home Repair Financing, Collection Agencies, Insurance Premium Finance Companies, Simplified Consumer Loan Contracts, and Credit Reporting Agencies.

ORGANIZATION: The Maine Consumer Credit Code, enacted by the 106th Legislature, became effective on January 1, 1975 and provided for the establishment of an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance of the Bureau of Banking were absorbed by the Bureau of Consumer Protection. The 110th Legislature changed the name of the Bureau to the Bureau of Consumer Credit Protection.

PROGRAM: The Bureau's program is composed of two basic parts: examination of lending institutions to seek compliance with consumer credit laws and a consumer education program. During Fiscal Year 85, 320 creditors and 2 Collection Agencies were examined. During this period the Bureau returned approximately $307,534 to consumers as a result of violations discovered during the examination and complaint resolution process. An additional $26,033 was returned to Maine business firms via the orderly liquidation of a licensed Collection Agency. The liquidation process of this agency was initiated during Fiscal Year 84. The Bureau cited 1665 violations of Truth-in-Lending laws and 451 Consumer Credit Code violations after reviewing 24,501 transactions. The Bureau received about 600 credit-related questions and complaints from consumers. The Bureau held 1 public hearing; entered into assurance of discontinuance with 4 creditors; 1 Collection Agency license was surrendered during the examination process; 1 Insurance Premium Finance Company license was surrendered during the examination process; 1 cease and desist order was issued and 2 consent decrees were negotiated. The Bureau issued 4 Advisory Rulings and 2 Official Rules pursuant to the Consumer Credit Code. The Bureau also continued an examination program to implement the Fair Credit Reporting Act. The Bureau cited 157 violations after reviewing credit denial files of 286 creditors during Fiscal Year 85. More bank branch records were examined during Fiscal Year 85 due to continued centralization trends. More banking institutions have opened central records centers that house the documents reflecting transac-

tions written by their branches. Centralization has thus enabled Bureau examiners to review more branch records while reducing travel time significantly.

The Bureau fulfilled its consumer education responsibilities by speaking to a variety of groups and organizations, appearing on public affairs television and radio programs and by issuing news releases providing advice to consumers on topics of current concern. A more comprehensive effort in consumer education is planned for Fiscal Year 86, including participation in public interest video programs, several pamphlets or booklets on current credit issues of concern and a formalized speaker's program. The Bureau also recommended publication of a new newsletter, Code Word, which is sent to all creditors and other interested parties.

The Bureau has become much more involved in the regulation of first lien mortgage lending activities of mo..gage companies. During the year the Bureau adopted comprehensive regulations governing alternative mortgage transactions of mortgage companies. (Rule 250)

The Bureau also promulgated rules governing Collection Agencies' license application and record keeping procedures. These rules substantially increased the size of bonds required to do business in Maine to ensure better protection of the public.

Creditors reported a volume of credit extended during calendar year 1984 of $1,336,754,947. This total does not include volume unreported by federally-chartered financial institutions which, based on estimates would increase the total volume by another $165 million.

The Bureau received filings or licensed the following creditors in Fiscal Year 85:

Supervised Financial Organizations (banks, credit unions)..	398
Supervised Lenders.....	37
Other Creditors (merchants).....	1063
Other Lenders.....	3
Sales Finance Companies.....	22
Home Repai. Contractors; Salesmen.....	148
Collection Agencies.....	30
Insurance Premium Finance Co.....	12
Total	1713

LICENSES, PERMITS, ETC.:

License:
- Home Repair Contractors
- Home Repair Financing Agencies
- Home Repair Salesmen
- Collection Agencies
- Insurance Premium Finance Companies
- Supervised Lenders-Consumer Credit Code

Registration:
- Consumer Credit Code Notification

PUBLICATIONS:

Down Easter's Pocket Credit Guide (free to Maine residents)
Down Easter's Lemon Guide (free to Maine residents)
Down Easter's Guide to Consumer Rights and Debt Collectors (free to Maine residents)
Code Word (newsletter) published semi-annually (free to interested parties)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CONSUMER CREDIT PROTECTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	191,243	37,516	153,727			
Health Benefits	10,337	905	9,432			
Retirement	30,105	6,010	24,095			
Other Fringe Benefits	875	178	697			
Computer Services—State	2		2			
Other Contractual Service	51,050		51,050			
Commodities	2,013		2,013			
Equipment	1,425		1,425			
Transfers to Other Funds	15,545		15,545			
TOTAL EXPENDITURES	302,595	44,609	257,986			

MAINE ATHLETIC COMMISSION

RICHARD P. POTVIN, CHAIRMAN
KAREN L. BOSSIE, Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1939 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 035; *Citation:* 8 M.R.S.A., Sect. 141

Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The Maine Athletic Commission was established to regulate all boxing contests and exhibitions in the State of Maine, so as to ensure the safe pursuit of boxing as a sport and to provide appropriate recreation and entertainment for the public. In 1977 Professional wrestling was added to this commission's jurisdiction. The primary responsibilities of the Commission are to promulgate all necessary rules and regulations; to license all participants in professional boxing contests and exhibitions held in Maine and all officials for amateur contests and exhibitions; to license all professional wrestlers and officials for professional wrestling contests and exhibitions; to deny licenses; to suspend licenses of boxers and professional wrestlers for mental or physical reasons; to recommend revocation of licenses to the Administrative Court under the Administrative Procedures Act; and to ensure payment into the general fund by promotors of three percent of gross receipts from boxing and wrestling contests and exhibitions.

ORGANIZATION: The Maine State Boxing Commission was created by Legislative Act in 1939. Under State government reorganization legislation, effective October 3, 1973, the Commission was placed within the Department of Business Regulation.

The Commission consists of five members appointed by the Commissioner of Business Regulation with the advice and consent of the Governor, for terms of three years. The members may be removed by the Governor for just cause. So far as is practicable, four of the members must be persons interested in, and familiar with boxing. The fifth member must be a public member, who is not engaged in the business of boxing. The Department of Business Regulation employs personnel and provides administrative assistance as required.

On May 16, 1977 the Governor approved a Legislative name-change to the Maine Athletic Commission from the Maine State Boxing Commission.

PROGRAM: The Maine Athletic Commission has had no increase in boxing or wrestling activity during the past fiscal year.

There were 18 boxing shows and 21 wrestling shows during the past fiscal year. A total of 161 boxing and wrestling licenses of all kinds were issued.

LICENSES, PERMITS, ETC.:

Boxing	*Wrestling*
Referee	Referee
Manager	Matchmaker
Physician	Manager
Second	Physician
Timekeeper	Timekeeper
Boxer	Wrestler
Promoter	Promoter
Knockdown timekeeper	
Judge	

PUBLICATIONS: Statutes and Rules relating to boxing and wrestling in the State of Maine are available at no charge.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE ATHLETIC COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,000		5,000			
Retirement	801		801			
Other Contractual Service	5,081		5,081			
Commodities	9		9			
Transfers to Other Funds	1,461		1,461			
TOTAL EXPENDITURES	12,352		12,352			

REAL ESTATE COMMISSION

PATRICIA A. EARLY, CHAIRMAN
PAUL A. SAWYER, Director

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3735
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: March 25, 1937 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 039; *Citation:* 32 M.R.S.A., Sect. 4051A
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Commission is charged with supervising real estate brokers and salesmen in a manner to insure that they meet standards of conduct which will promote public understanding and confidence in the business of real estate. Primary responsibilities of the Commission are to prescribe curricula and standards for real estate educational programs and to certify programs meeting those standards; to license qualified applicants as real estate brokers, real estate salesmen, home service contract companies and sales agents; to investigate alleged violations of the law; impose sanctions; and the Commission is authorized to defray the cost of and supervise an educational course for licensees.

ORGANIZATION: The Real Estate Commission, originally created in 1937, was reorganized pursuant to P.L. 1983, c. 171 effective in September of 1983. The Commission now includes four members whose vocation for at least five years prior to appointment has been that of a real estate broker or salesman; and one public member with no professional or financial connection with the real estate business. Members are appointed by the Governor, subject to confirmation by the Senate, for three year terms and not more than one member from any one county may serve simultaneously. The members of the Commission are responsible for policy and rulemaking and serve as an adjudicatory panel hearing complaints filed by the director against licensees and to hear appeals of administrative decisions rendered by the director. The director is appointed by the Commissioner of the Department of Business, Occupational and Professional Regulation with the advice of the Real Estate Commission. The director is responsible for management of the Commission's affairs within guidelines adopted by the Commission and for carrying out duties allocated to the director by law.

PROGRAM: Twenty-six (26) meetings of the Commission were held, including nine (9) adjudicatory hearings. As a result of changes in industry practices, the Commission issued guidelines for handling multiple offers to purchase a single purchase real estate and issued an advisory ruling reducing restrictions upon premiums offered to influence consumers.

Enforcement. This part of the program is designed to promote compliance with licensing laws and to encourage resolution of consumer complaints filed against real estate brokers and salesmen. Responses were provided to two thousand four hundred fifty-eight (2458) calls concerning real estate transactions received from both consumers and licensees. Two hundred one (201) cases were under investigation during the year, one hundred thirty-seven (137) of which were closed. Because of its enforcement process the Commission was able to influence resolution of complaints resulting in financial benefits to consumers totaling eighty seven thousand one hundred thirty one dollars ($87,131). In addition, the following penalties were imposed through consent agreements or by Commission order: four (4) license suspensions, one (1) license denial, one (1) cease and desist order, three thousand five hundred and thirty dollars ($3530) in fines, six (6) licensees were required to complete educational programs and one (1) reprimand was issued.

Licensing. This part of the program includes processing of applications, licenses, and administration of license examinations. The staff responded to four thousand nine hundred forty-one (4941) telephone calls and office visits relating to this part of the program. The following is a breakdown of applications processed:

Broker and Salesmen		
Renewal license applications	3318	
License examination applications	2378	
Change of license applications	1547	
New license applications	880	
Total Brokers and Salesmen		8123
Other		
Educational program applications	59	
Total applications processed		8182

On June 28, 1985, the following licenses were in effect:

Real Estate Agencies		
Individual Proprietors	1,263	
Corporations	344	
Branch Offices	176	
Partnerships/Associations	26	
Total Agencies		1,809
Sales Associates		
Real Estate Salesmen	1,968	
Associate Real Estate Brokers	1,390	
Total Associates		3,358

Inactive Licenses		
Real Estate Brokers	1,708	
Real Estate Salesmen	859	
Total Inactives		2,567
Home Service Contracts		
Sales Agents	24	
Companies	1	
Total Home Service		25
TOTAL LICENSES		7,759

License examinations were administered eighty (80) times at the Hallowell Annex to one thousand nine hundred thirty-eight (1,938) examinees. New facilities at the Reed Center enable the staff to examine as many as one hundred applicants per session.

Education and Examinations. This part of the program includes dissemination of information to encourage compliance with licensing laws, prescribing curriculum and approving schools offering courses to prepare students for the real estate profession and maintaining a valid bank of questions for license exams. The Commission has re-established its newsletter, with a distribution schedule of three times per year.

All exam items were reviewed by real estate course instructors and a newsletter for instructors was distributed bi-monthly to facilitate better communication and maintain a high correlation between educational programs and the license examination.

LICENSES, PERMITS, ETC.:

License:
- Real Estate Broker
- Real Estate Salesman
- Branch Office
- Certificate of Approval Real Estate School
- Home Service Contract Company
- Home Service Contract Sales Agent
- Home Service Contract Sales Associate

PUBLICATIONS:

Real Estate Licensing Law and Rules—$2.00

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

REAL ESTATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	131,360		131,360			
Health Benefits	7,925		7,925			
Retirement	21,140		21,140			
Other Fringe Benefits	578		578			
Computer Services—Comm	420		420			
Other Contractual Service	238,652		238,652			
Commodities	1,646		1,646			
Equipment	3,370		3,370			
Transfers to Other Funds	18,221		18,221			
TOTAL EXPENDITURES	238,652		238,652			

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION

GILBERT E. HALL, CHAIRPERSON

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1981

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 387; *Citation:* 38 M.R.S.A., Sect. 89

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Penobscot Bay and River Pilotage Commission was established to provide a system of state pilotage for the Penobscot Bay and River devoted to the preservation and protection of lives, property, and vessels entering or leaving these waters. The primary responsibilities of the Commission are to establish and determine qualifications and conduct examinations, upon payment of specified fees, of any person applying to act as a pilot in the waters of Penobscot Bay and River; to issue and renew licenses, upon payment of specified fees, and suspend or revoke any pilot's license in accordance with statutory requirements; to select only such number of pilots, not exceeding twelve, as are necessary to permit adequate pilotage in the Penobscot Bay and River; to establish rates of pilotage and collect pilotage fees for such vessels as are subject to such fees under law; to make, establish and enforce rules and regulations consistent with the law relative to all pilots licensed by the Commission and to parties employing such pilots; and to investigate, hear and decide complaints against any pilot or made by any pilot for any misbehavior or breach of rules and regulations.

ORGANIZATION: The Penobscot Bay and River Pilotage Commission, created in 1969, consists of three members appointed by the Governor, for terms of three years. One member must be a licensed pilot of the Penobscot Bay and River Pilots Association; one must represent the marine interest of Penobscot Bay and River industry; and one, with a marine background, must represent the public. Members of the Commission receive no compensation. Legislative action attached this Commission to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The Commission held one meeting to discuss several statute changes to be presented to the Legislature. No new licenses were issued.

PUBLICATIONS:

Roster of licensees (fee: printings available on request at cost)
Rules and Regulations (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	87		87			
TOTAL EXPENDITURES	87		87			

ARBORIST EXAMINING BOARD

CLARK GRANGER, STATE ENTOMOLOGIST
PATRICIA J. BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1961 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 287; *Citation:* 32 M.R.S.A., Sect. 2001
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Arborist Examining Board was established to provide examinations, licenses and enforcement of the statutes relative to arborists in Maine. The primary responsibilities of the Board are to determine policy; issue rules and regulations; compile and maintain an up-to-date list of all licensed arborists; collect and expend fees; issue, renew and revoke licenses; and prepare and give scheduled examinations.

ORGANIZATION: The Arborist Examining Board, created in 1961, is comprised of six members, two appointed from the Bureau of Forestry by the Bureau Director and four appointees by the Governor—one a plant pathologist from either the State or University of Maine staff, two licensed commercial arborists, and one public member; all are appointed for a five year term.

By action of the 108th Legislature (Chapter 360 PL 1977 and Chapter 682 PL 1978) the Arborist Examining Board was placed under the Department of Business Regulation essentially for the purpose of collecting fees, issuing licenses, and maintaining records of finances and lists of licensed arborists. Licenses are now issued on an annual basis.

PROGRAM: During FY 1985 the Arborist Examining Board administered 21 exams to 20 applicants. Two types of exams are given: General Tree Care and Spray. Out of the 20 applicants who took the exam, 16 passed the General Tree Care and three failed. Out of the two applicants who took the Spray exam, one passed and one failed.

Current number of licensed arborists is 191.

The Arborist Industry in general requested the exam be available throughout the year rather than only once or twice a year as in the past. The Board adopted a policy to make the exam available by appointment; arrangements to be made with the Arborist Board Clerk at Business Regulation.

PUBLICATIONS:

Arborist Study Guide—Sent upon receipt of application fee.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARBORIST EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	1,459		1,459			
Transfers to Other Funds	862		862			
TOTAL EXPENDITURES	2,321		2,321			

AUCTIONEERS ADVISORY BOARD

HARVEY E. DEVANE, COMMISSIONER, BUSINESS REGULATION
PATRICIA J. BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: State House Sta. #35, Augusta, Maine 04333
Established: September 14, 1979 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 302; *Citation:* 32 M.R.S.A., Sect. 271
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Auctioneers Advisory Board was created for the purpose of advising the commissioner of the Department of Business, Occupational and Professional Regulation or his designee on the administration of the laws relating to Auctioneers.

ORGANIZATION: Created effective September 14, 1979, the Auctioneers Advisory Board is composed of 3 members, 2 of whom are auctioneers and one who is a public member. The members are appointed by the commissioner and serve for initial terms of one, two and three years respectively without compensation. Members are reimbursed for actual expenses for attendance at meetings. After the expiration of the terms of the initial members, succeeding members serve for a term of 3 years. The advisory board meets at least twice each year in the department offices and at any other times as the commissioner deems necessary.

PROGRAM: The Auctioneers Advisory Board met twice during the fiscal year 1985; on January 30, 1985, and on March 20, 1985. These meetings were held to hear complaints against two auctioneers and to determine whether their actions violated the provisions of the auctioneer law. Disciplinary action was taken against one auctioneer and there is action pending for unlicensed practice on the other auctioneer.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Department of Business, Occupational and Professional Regulation.

BOARD OF COMMERCIAL DRIVER EDUCATION

VACANT, CHAIRMAN
DIANE BRADSTREET, BOARD CLERK

Central Office: Hallowell Annex, Central Bldg., Hallowell, Maine *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: January 1, 1982 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 295; *Citation:* 32 M.R.S.A., Sect. 9552
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Commercial Driver Education was created for the purpose of examining and licensing commercial driver education schools and instructors as well as investigating all complaints of noncompliance with or violation of the law and/or established rules and regulations.

ORGANIZATION: The Board of Commercial Driver Education is composed of 5 members appointed by the Governor. Two members are representatives of Class A schools, as defined in section 9601, one is a representative of Class B schools, as defined in section 9601, one member is a public representative and one member is the Director of the Division of Motor Vehicles or his designee.

The term of office of each member is 4 years, except that, of the 3 school members on the first board appointed under this subchapter, one was appointed for 2 years and one for 3 years.

PROGRAM: The Board of Commercial Driver Education strives to improve consumer awareness of commercial driver education facilities, to improve communications between commercial schools and the board; and to provide an in-service training program for staff development in all commercial driver education schools.

The board evaluates the qualifications of applicants; examines and licenses commercial driver education schools and instructors; investigates all complaints; and conducts hearings when necessary.

A total of 185 commercial driver education schools and instructors are currently licensed; 56 Class A schools; 1 Class B school; 92 Class A instructors; and 36 Class B instructors.

LICENSES, PERMITS, ETC.:

Class A Commercial Schools
Class B Commercial Schools
Class A Commercial Instructors
Class B Commercial Instructors

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMERCIAL DRIVER EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	105		105			
Other Contractual Service	11,037		11,037			
Transfers to Other Funds	929		929			
TOTAL EXPENDITURES	12,071		12,071			

ELECTRICIANS' EXAMINING BOARD

RAYMOND PELLETIER, CHAIRMAN
DOLORES DRAKE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2352
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1953 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 318; *Citation:* 32 M.R.S.A., Sect. 1151
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Electricians' Examining Board was established to protect life and property from hazards arising from the use of electricity for light, heat, power, and other purposes and to insure the competency of electricians through examinations; to issue licenses to those qualified to hold the title of Master electrician, Journeyman electrician, Limited electrician or Apprentice or Helper electrician; to investigate all complaints of noncompliance with or violation of the law and Board standards; and to suspend or revoke the license of any electrician found to be guilty, after hearing, of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Electricians' Examining Board was created in 1953, and administered by the Division of State Fire Prevention, to grant general electrical certificates enabling persons to practice any type of electrical work. In 1955, the law was changed to authorize the Board to grant specific licenses. In 1965, the Board introduced a new concept whereby inspectors were assigned to investigate all licenses and installation of any electrical work. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation (renamed the Department of Business, Occupational and Professional Regulation.)

The Board consists of the Commissioner of Business Regulation or his representative, and six members appointed by the Governor; one master electrician, one inside electrician from organized labor, one electrical inspector, one master electrician from the education field, one person experienced in the electrical field and one represenative of the public. All appointive members, except the public member, have at least ten years experience in the electrical field. The Board meets at least twice a year. At the first meeting in each calendar year the appointive members elect a chairman.

PROGRAM: During FY 1985, the Electricians' Examining Board held 13 meetings, administered examinations to 306 applicants, of which 33% were issued licenses. A total of 7,300 people hold licenses issued by the Board.

One of the duties of the Board is to conduct regular inspections of electrical systems in new and existing buildings throughout the State. In determining the acceptability of any installation, the Board follows the standards set forth in the National Electrical Code (NFPA #70). A total of 7,136 inspections were made during the year.

The Board also checks electrical vocational school students' projects and approves code classes throughout Maine that inform electricians of important code changes.

The Board assists the State Fire Marshal's Office with investigation of fires in which electrical installations are suspected. Inspectors are sometimes required to testify in cases involving faulty electrical installations.

In addition to their other duties, the Board has control over lightning rod installers (14) and motion picture operators (361).

In October, 1981 an electrical permit system was initiated requiring electrical permits for all electrical work, except for industrial plants and one and two family dwellings. In FY 85, 1,559 permits were issued.

LICENSES, PERMITS, ETC.:

License:

- Apprentice Electrician
- Helper Electrician
- Journeyman Electrician
- Limited Electrician
- Master Electrician
- Lightning Rod Agent
- Lightning Rod Manufacturer
- Motion Picture Operator
- Motion Picture Apprentice Operator
- Electrical Permits
- Certifications

PUBLICATIONS:

- Statutes of the Electricians Examining Board (free)
- Roster of licensed electricians

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELECTRICIANS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	104,150		104,150			
Health Benefits	6,978		6,978			
Retirement	15,887		15,887			
Other Fringe Benefits	701		701			
Other Contractual Service	45,634		45,634			
Rents	75		75			
Commodities	4,757		4,757			
Equipment	1,643		1,643			
Transfers to Other Funds	6,645		6,645			
TOTAL EXPENDITURES	186,470		186,470			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS

LINDA ALVERSON, CHAIRMAN
PATRICIA J. BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 333; *Citation:* 32 M.R.S.A., Sect. 5004

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the State board of Registration for Professional Foresters is to protect the public by improving the standards relative to the practice of forestry; to protect the public from unqualified practitioners; and to help insure the proper management of the forest resources of the State. The Board implements these goals by registering and licensing professional foresters, and has the power to revoke or suspend the license of a registered professional forester for cause.

ORGANIZATION: The Board consists of 5 registered professional foresters and one public member who is appointed by the Governor. Since the Board was established in 1975, the initial Board members have been appointed for terms of 1,2,3,4, and 5 years respectively and the initial public member has been appointed for a term of 5 years. Upon expiration of the term of any initial board member the Governor appoints members for a 5 year term. Each board member holds office until the expiration of the term or until such member's successor is appointed and qualified.

Each year the board elects a chairman, a vice-chairman, and executive secretary. A quorum consists of at least 4 members and all business that requires a vote must be approved by a majority vote of the entire board. Regular meetings are called by the chairman and special meetings can be called by the Board itself.

PROGRAM: A total of 88 new applicants have applied for registration as Professional Foresters; 70 have been approved. The remaining applications have been denied because they lacked the necessary qualifications or because their application is pending action. At the end of the fiscal year there were 746 professional foresters licensed.

The Board considered 10 complaints during the fiscal year. Two cases involved two complaints from the previous year. The Board has been unable to locate the parties involved. Two complaints were for improper advertising by arborists. Four foresters failed to renew their licenses and were still practicing. Two consulting foresters were investigated for recommending improper forest practices.

LICENSES, PERMITS, ETC.:
License:
Registered Professional Forester

PUBLICATIONS:(Upon Request)
Laws and Rules of the Maine State Board of Registration for Professional Foresters.
Listing of all Registered Professional Foresters-Names, Addresses, and License Numbers.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	5,595		5,595			
Transfers to Other Funds	305		305			
TOTAL EXPENDITURES	5,900		5,900			

STATE BOARD OF FUNERAL SERVICE

TERRY ROBERTS, CHAIRMAN
LINDA DUFFY, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1903 *Sunset Termination Scheduled to Start By:* June 30, 1982
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 331; *Citation:* 32 M.R.S.A., Sect. 1451
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Funeral Service was established to protect the public through regulation of the practice of funeral service in the State of Maine. The primary responsibilities of the Board are to examine and license qualified applicants for a license to practice funeral service; to inspect funeral establishments; and to revoke or refuse to renew any license after proper notice and hearing.

ORGANIZATION: The State Board of Funeral Services consists of 7 members, 6 of whom are persons licensed for the practice of funeral service for 10 consecutive years or who have had 10 consecutive years experience as an embalmer or funeral director in this State immediately preceding their appointment, and one of whom must be a representative of the public. Members are appointed by the Governor for terms of 4 years. In the case of vacancy by any reason, the vacancy is filled by appointment for the unexpired term, as is provided in original appointments.

The Board may adopt rules and regulations consistent with law governing the care, preparation, transportation, cremation, burial or disposition of dead human bodies, and governing funeral service, including licensing and registration of resident trainees.

The members of the board each receive $20. a day and expenses while engaged in the business of the Board.

PROGRAM: During FY 85 there were 6 new Funeral Homes licensed, 0 Funeral Directors, 11 Resident Trainees, 2 Practitioners, and 71 Funeral Attendants. Throughout the year the Board had 11 regular meetings and 1 special meeting. Areas of consideration were: funeral home inspections, complaints, inquiries from other states, examinations, hearings, and educational and apprenticeship programs.

LICENSES, PERMITS, ETC.:

Licenses:
- Practitioner
- Funeral Director
- Embalmer

Registration:
- Funeral Home
- Practitioner Trainee
- Funeral Attendant
- Livery Service

PUBLICATIONS:

Roster of licensees (fee: at cost)
Rules and Regulations (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF FUNERAL SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,124		4,124			
Health Benefits	53		53			
Other Contractual Service	16,769		16,769			
Commodities	3		3			
Transfers to Other Funds	1,246		1,246			
TOTAL EXPENDITURES	22,340		22,340			

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

BARRY S. TIMSON, CHAIRMAN
PATRICIA BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg. *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: October 3, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 070; *Citation:* 32 M.R.S.A., Sect. 4907
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Certification for Geologists and Soil Scientists was established to institute a certification process by which professional geologists and soil scientists could be defined by educational and experienced background as qualified to practice a profession in the State of Maine. The primary responsibilities of the Board are to examine, certify and grant certificates, upon payment of proper fees, to applicants who qualify to practice as geologists or soil scientists in the State; to renew all certificates annually upon application and payment of renewal fees; to adopt, amend or repeal rules and regulations to carry out State laws relating to geologists and soil scientists; to receive and expend moneys derived from fees and other sources; and to receive and investigate complaints and violations of these laws and make findings thereon.

ORGANIZATION: The State Board of Certification for Geologists and Soil Scientists was established in 1973 as a result of two years of effort and study by a group of earth scientists.

This group recognized the need for defining the professional capabilities of an earth scientist whose primary involvement is with the public sector, since, as earth resources development increases in Maine, there is an increase in demand for highly professional evaluation of those resources.

The Board, within the Department of Business, Occupational and Professional Regulation, consists of seven members, including the State Geologist and the State Soil Scientist with the State Soil and Water Conservation Commission, ex officio, and five members appointed by the Governor, for terms of five years. One of the appointed members represents the public at large; two must be certified geologists; and two must be certified soil scientists. An office for the Board has been maintained at the Department of Business, Occupational and Professional Regulation.

PROGRAM: The Board held two regular meetings and a public hearing during FY 85. The public hearing was to clarify the language in the rules and regulations to conform with the Administrative Procedure Act.

No complaints were received by the Board during this fiscal year.

Two new geologist applications and six soil scientist applications were received. Four geologists and three soil scientists became licensed.

As of June 30, 1985, 133 geologists hold valid licenses in the State; 56 soil scientists are licensed.

LICENSES, PERMITS, ETC.:

Certification:
- Geologists
- Soil Scientists

PUBLICATIONS:

Roster: (at cost)
Law and Rules and Regulations: Free

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC System.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	1,803		1,803			
Transfers to Other Funds	221		221			
TOTAL EXPENDITURES	2,024		2,024			

BOARD OF HEARING AID DEALERS AND FITTERS

ROBERT N. SOULAS, CHAIRMAN
KAREN BOSSIE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1982
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 164; *Citation:* 32 M.R.S.A., Sect. 1660A
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Hearing Aid Dealers and Fitters was established to supervise the issuance of licenses; to administer examinations to qualified applicants; and to provide educational programs for licensees and/or trainees.

ORGANIZATION: The Board consists of 9 members; 5 licensed hearing aid dealers and fitters, one licensed physician, an audiologist, a member of the Maine Committee on Aging, and one representative of the public. Members of the Board must be residents of the State. Each hearing aid dealer and fitter on the Board must have had not less than 5 years of experience and must hold a valid license as a hearing aid dealer and fitter, as provided under this chapter.

All members of the Board are appointed by the Governor. The term of office of each member is for 3 years. A vacancy in the office of a member shall be filled by appointment for the unexpired term. The members of the Board shall annually designate one such member to serve as chairman and another to serve as secretary-treasurer. No member of the Board shall be reappointed to the Board for more than 3 full consecutive terms.

PROGRAM: Several complaints received from consumers were handled and were resolved to the satisfaction of both the consumers and the hearing aid dealers/fitters involved.

The Board met four (4) times during fiscal year ending June 30, 1985. Seven (7) trainees were examined in October, 1984, and seven (7) in March, 1985. In January, 1985, the Board began drafting Rules & Regulations. A public hearing was held on March 15, 1985.

LICENSES, PERMITS, ETC.:

License:
- Corporation
- Hearing Aid Dealers and Fitters

Permit:
- Trainee

PUBLICATIONS:

A register of hearing aid dealers and fitters licensed in the State of Maine. (Fee: printings are available on request—at cost.)

Rules and Regulations (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF HEARING AID DEALERS AND FITTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,120		1,120			
Other Contractual Service	3,805		3,805			
Transfers to Other Funds	2,196		2,196			
TOTAL EXPENDITURES	7,121		7,121			

MANUFACTURED HOUSING BOARD

JOHN SCHIAVI, CHAIRMAN
DAVID F. PREBLE, Executive Director

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2955
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 385; *Citation:* 10 M.R.S.A., Sect.9003
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Manufactured Housing Board was established in December of 1977 to ensure that such housing is free from hazardous defects and that installation is performed properly.

Increasing numbers of persons are turning to manufactured housing, which includes mobile and modular homes, as an affordable way to own a private home.

ORGANIZATION: The Manufactured Housing Board is comprised of five members, all appointed by the Governor. One member must represent each of the following: professional engineers, dealers and mechanics, and manufactured housing owners. The term of office of the members is four years.

PROGRAM: The Board has five responsibilities: (1) the certification of all modular housing manufactured for delivery and installation in the State of Maine, (2) the licensing of dealers, mechanics, and manufacturers who engage in the business of manufacturing, selling, installing or servicing manufactured housing, (3) the investigation of any complaint of alleged violations of any licensee or regulations adopted by the Board, (4) being a State Administrative Agency to enforce the United States Department of Housing and Urban Development mobile home standard, (5) the licensing of mobile home parks.

The Board issued one hundred forty two (142) seals of approval for new State Certified Manufactured Housing (modular). Fourteen Hundred and fifty eight (1458) mobile homes were manufactured or shipped into the State of Maine.

The Board issued five hundred twenty seven (527) mobile home park licenses and the Board received twelve (12) complaints that it deemed of a serious threat to public safety.

The Board's staff inspected four hundred and sixty eight (468) mobile home parks and investigated seventy five complaints involving the Federal Certified Manufactured Homes under the SAA Program.

The Board met eleven (11) times during the year and held five public hearings, one of which resulted in a Superior Court decree closing the park.

LICENSES, PERMITS, ETC.:

Dealers
Manufacturers
Mechanics
Mobile Home Parks

PUBLICATIONS:

Manufactured Housing Act 10 M.R.S.A., Part II, Chapter 951
Regulations for Qualification as Authorized Inspection Agency
Regulation for Licensing Manufacturers, Dealers and Mechanics
Regulation for State Certification of Manufactured Housing
Regulation for Consumer Complaint Handling for Federal Certified Manufactured Housing Units.
Rules of the Department of Business, Occupational and Professional Regulation Relating to Mobile Home Parks.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANUFACTURED HOUSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	28,718		28,718			
Health Benefits	1,518		1,518			
Retirement	4,239		4,239			
Other Fringe Benefits	123		123			
Other Contractual Service	18,010		2,086		15,924	
Commodities	523				523	
Transfers to Other Funds	4,014		2,509		1,505	
TOTAL EXPENDITURES	57,145		39,193		17,952	

NURSING HOME ADMINISTRATORS LICENSING BOARD

CHARLENE KINNELLY, CHAIRMAN
DIANE BRADSTREET, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1983

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 371; *Citation:* 32 M.R.S.A., Sect. 63A

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the purpose of the Board to adopt and amend rules and regulations including, but not limited to, standards for courses of study for administrators, standards and procedures for the issuance, revocation and suspension of licenses of administrators and for the investigation of written charges and complaints filed with the board relating thereto, and establishment of licensure fees. Furthermore, the board may determine conditions and procedures, or establish rules or regulations, by which it may issue temporary licenses to administrators of medical care facilities other than hospitals. These licenses may be issued for periods of less than one year, and they may not be renewed or reissued beyond this one year period.

ORGANIZATION: The State Board of Licensure of Administrators of Medical Care Facilities Other Than Hospitals was renamed and reconstituted by Chap. 233 of the Public Laws of the first session of the 112th Legislature, effective June 4, 1985. The board was transferred from the Department of Human Services to the Department of Business Regulation. The membership was reduced from 8 to 7 members. Its new statute requires that one member must be a hospital administrator with not less than 5 years active practice in the State as a hospital administrator. One member must be a registered nurse with not less than 5 years active practice in nursing homes in the State. Two members are to be representatives of the public. The three remaining members are nursing home administrators with not less than 5 years of active experience in the State.

The term of office of the members is 3 years. A member cannot be appointed for more than 3 consecutive full terms.

PROGRAM: The Board held meetings monthly throughout the year. There are oral and two written examinations given each year. Licenses are granted when all the qualifications have been met. The Board requires 24 continuing education hours every year to meet the requirements for relicensure.

The present rules require that the Continuing Education Certificates for 24 hours be attached to the administrator relicensing request. The Board has received many requests for information on the requirements for temporary licenses, permanent licenses and reciprocity. All applications were acted on at Board meetings.

LICENSES, PERMITS, ETC.

License:
- Administrator
- Temporary Administrator

PUBLICATIONS:

- Continuing Education Guidelines (free)
- Rules, Regulations and Statutes Concerning the Board (free)
- Listing of Board Approved Correspondence Courses (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NURSING HOME ADMINISTRATORS LICENSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,823		1,823			
Other Contractual Service	8,679		8,679			
Rents	1,935		1,935			
Commodities	89		89			
Transfers to Other Funds	234		234			
TOTAL EXPENDITURES	12,760		12,760			

BOARD OF OCCUPATIONAL THERAPY PRACTICE

JEAN BLANCHARD, CHAIRMAN
KAREN L. BOSSIE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Station #35, Augusta, Maine 04333

Established: April 12, 1984

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 477; *Citation:* 32 M.R.S.A., Sect. 2271

PURPOSE: It is the purpose of this chapter to provide for the regulation of persons offering occupational therapy services in order to safeguard the public health, safety and welfare, to protect the public from incompetent and unauthorized persons; to assure the highest degree of professional conduct on the part of occupational therapists and occupational therapy assistants; and to assure the availability of occupational therapy services of high quality to persons in need of those services.

ORGANIZATION: The Board consists of 5 members appointed by the Governor. The persons appointed to the board, other than the public member, must have been engaged in rendering occupational therapy services to the public, teaching or research in occupational therapy for at least 2 years immediately preceding their appointments. At least 3 board members shall be occupational therapists. The 4th member shall be either an occupational therapist or an occupational therapy assistant, if available. These members shall at all times be holders of valid licenses for the practice of occupational therapy in the State, except for the members of the first board, all of whom shall fulfill the requirements for licensure of this chapter. The remaining member shall be a representative of the public.

All members are appointed for 3 year terms, but no person may be appointed to serve more than 2 consecutive terms.

PROGRAM: The Board met five (5) times during this fiscal year. The main topic of discussion was drafting rules and regulations. Approximately 160 occupational therapists and occupational therapy assistants have been licensed.

PUBLICATIONS:

Statutes, rules and regulations.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF OCCUPATIONAL THERAPY PRACTICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	2,545		2,545			
TOTAL EXPENDITURES	2,545		2,545			

OIL AND SOLID FUEL BOARD

RENE ROY, CHAIRMAN
JOAN SURAWSKI, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-2237
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 381; *Citation:* 32 M.R.S.A., Sect. 2351
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Oil and Solid Fuel Board was established to protect life and property from fire hazards in the installation of oil and solid fuel burners and related equipment and to insure competency of oil and solid fuel burner installers. The Board is authorized to prescribe minimum requirements for safety from fire in the installation of oil and solid fuel burners and related equipment; to ensure the competence of oil and solid fuel burner installers through examination; to license those qualified to hold the titles of Master Oil Burner Technician, Journeyman Technician, Apprentice Oil Technician, Master Solid Fuel Technician, or Apprentice Solid Fuel Technician; to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Oil and Solid Fuel Board, created in 1955, was originally administered by the Division of State Fire Prevention. In 1969, the Board introduced a new concept whereby inspectors were assigned to investigate all licensees and oil burner installations. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation (renamed the Department of Business, Occupational and Professional Regulation).

The Board consists of five members appointed by the Governor, for terms of two years, the Commissioner of Public Safety or his designee, and the Commissioner of Business Regulation, or his designee. Two members are appointed, each from a slate of three persons nominated by the Maine Oil Dealers Association. Three of the appointive members must be oil burner men who are active in the trade, one must be a representative of the solid fuel burning industry, and one of the appointive members must be a representative of the public. The Board annually elects its own chairman.

By action of the Second Session of the 109th Legislature, the name of the Board was changed to the Oil and Solid Fuel Board.

PROGRAM: During FY 85, the Oil and Solid Fuel Board held 10 meetings and administered four licensing examinations. Of those taking the Master Oil Burner Technicians examination, 35 percent passed. The pass rate for Solid Fuel Master was 28 percent. The pass rate for Oil Burner Journeyman was 60 percent. There were approximately 47 new Masters, 73 new Journeymen Technicians, 135 new Oil and Solid Fuel Apprentices. Approximately 367 inspections were made, 293 equipment inspections, 161 license checks, 698 investigations and 434 administrations were conducted and 1398 phone calls were made.

The Board must approve all oil or solid fuel central heating equipment before it is sold or offered for sale in the State of Maine. In FY 85, the Board reviewed 35 applications for product approvals.

LICENSES, PERMITS, ETC.:

License:

Oilburner Technician Apprentice
Oilburner Technician Journeyman
Oilburner Technician Master
Solid Fuel Apprentice
Solid Fuel Master

PUBLICATIONS:

Approved equipment list ($5 per year)
Rules and Regulations pamphlet ($2.00)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OIL AND SOLID FUEL BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	61,530		61,530			
Health Benefits	3,756		3,756			
Retirement	9,503		9,503			
Other Fringe Benefits	400		400			
Other Contractual Service	18,559		18,559			
Rents	56		56			
Commodities	236		236			
Equipment	1,098		1,098			
Transfers to Other Funds	4,028		4,028			
TOTAL EXPENDITURES	99,166		99,166			

BOARD OF EXAMINERS IN PHYSICAL THERAPY

STEVE HUBER, PT, CHAIRMAN
LINDA DUFFY, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Station #35, Augusta, Maine 04333
Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 393; *Citation:* 32 M.R.S.A., Sect. 3112
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: By law the primary responsibilities of the Board are to review credentials of, examine, and license qualified applicants for licensure as physical therapists or physical therapist assistants in Maine; authorize issuance of initial certificates of licensure and biennial license renewals; promulgate rules and regulations as necessary; order investigation of complaints of noncompliance with or violation of the law governing the practice of physical therapy or rules adopted by the Board; conduct hearings and take disciplinary action as required or report its findings to the Administrative Court for prosecution; and to establish reasonable fees for the conduct of its business.

ORGANIZATION: Under the Department of Business, Occupational and Professional Regulation the Board of Examiners in Physical Therapy consists of two physical therapists, one physical therapist assistant, one public member and one physican. The Board quorum is three members. Each member is appointed by the Governor and serves a four-year term of office. The Board elects a chairman and a secretary for a two-year term. A Board member may not serve more than two consecutive terms. The Board meets a minimum of three times a year with other sessions as needed.

PROGRAM: The board held 3 meetings in fiscal year 1985 on December 5, 1984, February 21, 1985 and May 14, 1985.

Examinations: The licensing examinations utilized by the Board are the nationally accepted examinations for the physical therapist and physical therapist assistant developed by the Professional Examination Service in cooperation with the American Physical Therapy Association.

Examinations were conducted by the Board on January 19, 1985 and May 23, 1985. Forty-nine (49) candidates were examined for licensure as physical therapists. Five candidates were examined for licensure as physical therapist assistants.

Licensure: A total of 55 physical therapists were licensed during fiscal year 1985, and 9 Physical Therapist Assistants.

As of June 30, 1985 Board records show 454 physical therapists and 61 assistants licensed in the State of Maine. The total number of licensees is 515.

LICENSES, PERMITS, ETC.:

License:
- Physical Therapist
- Physical Therapist Assistant

PUBLICATIONS:

1. Register of physical therapists and physical therapist assistants licensed in the State of Maine. (fee: Printings available on request at cost)
2. Physical Therapist Practice Act and Rules and Regulations.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS IN PHYSICAL THERAPY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	275		275			
Other Contractual Service	8,479		8,479			
Transfers to Other Funds	595		595			
TOTAL EXPENDITURES	9,349		9,349			

PLUMBERS' EXAMINING BOARD

PETER DUFOUR, CHAIRMAN
PHYLLIS MAE VIOLETTE, Board Clerk

Central Office: Hallowell Annex, Cental Bldg., Hallowell *Telephone:* 289-2351
Mail Address: Statehouse Sta.#35, Augusta, Maine 04333

Established: 1937

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 395; *Citation:* 32 M.R.S.A., Sect. 3401

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: To preserve and protect the health of the people of the State of Maine by insuring

the existence of adequate and high quality plumbing installations, the Board is empowered to examine and license persons performing plumbing in the State of Maine; to appoint and remove such employees as deemed necessary to carry out the intent of the Legislature; and to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Plumbers Examining Board consists of three members appointed by the Governor; one master plumber, one journeyman plumber and one consumer. Exams are given at least three times a year. The Board meets at least once a year and whenever necessary to conduct the business of the Board. Eight meetings were held during this fiscal year. Legislative action transferred this Board from the Department of Human Services to the Department of Business Regulation (renamed the Department of Business, Occupational and Professional Regulation) July 1, 1982.

PROGRAM: During FY 84/85 three examinations were held for Journeyman and Master Plumbers. A total of 349 persons were examined, 188 passed. During the year 580 new licenses were issued; 288 Trainee Plumbers, 109 Journeyman Plumbers, 158 Master Plumbers, 2 Corporation, and 23 Journey-in Training.

Reciprocity between Maine and New Hampshire became effective on August 1, 1984. 75 Master and 14 Journeyman reciprocal licenses were issued.

New Rule Changes became effective March 31, 1985.

On May 21, 1984, the Board hired a State Plumbing Inspector to investigate all complaints, do license checks, etc. Approximately 305 inspections were made, 1,486 license checks (not including all State Institutions, Universities, Vocational Schools, and Indian Reservations which were checked for licensed personnel), and 183 complaint investigations with 3 court cases.

LICENSES, PERMITS, ETC.:

License:
- Corporation
- Journeyman
- Master

Registration:
- Trainee Plumber

A new license classified as Journeyman-in-training has been established. This classification will be for students from vocational schools that take the exam and pass it.

PUBLICATIONS:

List of licensed Master and Journeyman Plumbers can be purchased through the Central Licensing Division, Department of Business, Occupational and Professional Regulation for a slight fee, depending on type of list requested.

Rules (slight fee depending on cost of printing).

Maine State Plumbing Code (cost $5.00, purchased through Plumbers Examining Board, Department of Business Regulation for the purpose of taking the Plumbers Exam or for Plumbers in general. *Anyone else can purchase a code from the Division of Health Engineering, Department of Human Services* for a fee.)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PLUMBERS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	34,841		34,841			
Health Benefits	2,667		2,667			
Retirement	5,355		5,355			
Other Fringe Benefits	221		221			
Other Contractual Service	23,355		23,355			
Rents	136		136			
Commodities	959		959			
Transfers to Other Funds	4,413		4,413			
TOTAL EXPENDITURES	71,947		71,947			

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

IRA H. HYMOFF, Ph.D., CHAIRPERSON
LINDA DUFFY, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 415; *Citation:* 32 M.R.S.A., Sect. 3821
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Examiners of Psychologists was established to assure the citizens of Maine of the highest standards of practice of psychology. The Board reviews applications for licensing, administers examinations, both written and oral, and determines those to be licensed. In cooperation with the Attorney General's Office, Maine Psychological Association and other appropriate agencies, the Board of Examiners participates in revocation or suspension of license procedures.

ORGANIZATION: The State Board of Examiners of Psychologists is composed of six members, five of whom are professionals in the field of psychology and one a public representative. Members of the Board are appointed by the Governor for a term of 5 years. The members elect a chairman and secretary.

PROGRAM: The Board held 12 meetings. It conducted 31 oral exams and 4 hearings. It licensed 32 psychologists, and 10 psychological examiners. There are 369 licensees. Four members of the Board attended the annual meeting of the American Association of State Psychology Boards. A total of 17 psychologists and 12 psychological examiners took the written exam on October 26, 1984 and April 19, 1985.

LICENSES, PERMITS, ETC:
License:
Psychologist—276
Psychological Examiner—93
Temporary License: Psychologist, Psychological Examiner
Temporary Psychologist—3, Temporary Psychological Examiner—5

PUBLICATIONS:
Roster of licensees (fee: determined by computer division at cost)
Rules and Regulations (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,365		1,365			
Other Contractual Service	12,022		12,022			
Transfers to Other Funds	661		661			
TOTAL EXPENDITURES	14,048		14,048			

STATE BOARD OF SOCIAL WORKER REGISTRATION

JOHN SLAVIN, CHAIRMAN
PATRICIA BEAUDOIN, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: 1969 *Sunset Termination Scheduled to Start by:* June 30,1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 416; *Citation:* 32 M.R.S.A., Sect. 7026
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major goal of the State Board of Social Worker Registration is to insure high standards of practice for the protection of consumers of social work services in Maine by the certification of persons providing such services. The Board's functions and responsibilities are to process applications and to administer examinations for social workers licensed in Maine wishing to use the title "Clinical", "Certified", "Registered", or "Associate" Social Worker; to provide an avenue of redress for those persons who have availed themselves of the services of such Social Workers and who feel themselves to have been treated unprofessionally or detrimentally; and to hold hearings relative to such complaints and withdraw the certificate of registration if deemed appropriate.

ORGANIZATION: The Board was created in 1969. There are eight members appointed by the Governor, including one consumer. Terms of office are for three years, and all members hold office until their successors are appointed and qualified.

PROGRAM: Examinations were given in November, March and April during FY 85. The total number of examinations given were 28 Associate Social Workers, 8 Registered Social Workers, 41 Certified Social Workers and 235 Licensed Clinical Social Workers. Thirteen were licensed as Certified Social Workers with Independent Practice and 14 were licensed through endorsement. The total number of licensed social workers is approximately 649. During the year 47 applicants did not pass the exam and 4 were found not eligible to take the exam.

LICENSES, PERMITS, ETC.:
Certificate:
Registration of Licensed Clinical Social Worker
Registration of Certified Social Worker
Registration of Associate Social Worker
Registration of Registered Social Worker
Registration of Certified Social Worker with Independent Practice

PUBLICATIONS:
Rules and Regulations—Free
Roster—Publishing fee.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF SOCIAL WORKER REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	22,144		22,144			
Transfers to Other Funds	4,278		4,278			
TOTAL EXPENDITURES	26,422		26,422			

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

CONRAD La RIVIERE, CHAIRMAN
KAREN BOSSIE, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta.#35, Augusta, Maine 04333

Established: 1976 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 296; *Citation:* 32 M.R.S.A., Sect. 6010

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Examiners on Speech Pathology and Audiology was established in 1976 to license speech pathologists and audiologists with appropriate credentials and to help assure the availability of the highest possible quality speech pathology and audiology services to the communicatively handicapped people of this state. The Board provides regulatory authority over persons offering speech pathology and audiology services to the public.

ORGANIZATION: The Board of Examiners on Speech Pathology and Audiology is composed of 7 members who are representative of the following: 2 are appointed from the professional field of speech pathology, 2 are appointed from the professional field of audiology, 1 is a physician with specialized training in the field of otolaryngology, and 2 are appointed from the public. Members of the board are appointed by the Governor for a term of 3 years. The members elect a chairperson and a secretary

PROGRAM: The Board met ten (10) times during fiscal year ending 6/30/85. Licenses issued during fiscal year 1984/85: 28 permanent speech pathologists, 19 temporary speech pathologists, 4 permanent audiologists and 1 temporary audiologist.

LICENSES, PERMITS, ETC.:
Speech Pathology
Speech Pathology, temporary
Audiology
Audiology, temporary
Speech Pathology and Audiology
Speech Pathology and Audiology, temporary
Speech Pathology Aide Registration

PUBLICATIONS:

Pamphlet entitled Law and Regulations of Maine Board of Examiners in Speech Pathology and Audiology is available at no charge to public.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,275		1,275			
Other Contractual Service	3,536		3,536			
Transfers to Other Funds	15		15			
TOTAL EXPENDITURES	4,826		4,826			

BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS

STEPHEN R. LEARY, CHAIRMAN
DIANE BRADSTREET, Board Clerk

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3671
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 384; *Citation:* 32 M.R.S.A., Sect. 6201

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Registration of Substance Abuse Counselors was established to assess and improve the competence of, and provide (non-compulsory) registration for persons working as alcohol abuse or drug abuse counselors in Maine.

ORGANIZATION: The Board of Registration of Substance Abuse Counselors, created in 1977 and constituted in 1978, is comprised of nine members appointed by the Governor, for terms of three years; 7 members are registered substance abuse counselors, 2 members are non-providers, one of whom is a consumer.

PROGRAM: The Board met seven times during FY 1985 primarily for the purpose of orally reviewing applicants for registration as Substance Abuse Counselors.

During FY 1985, the Board granted full and provisional registration to a total of 35 Substance Abuse Counselors. To date the Board has denied 6 applicants on grounds of incomplete application or failure to pass written and oral examination.

The Board of Examiners gives written examinations twice a year and all applicants are granted an oral review and may be provisionally registered even though they fail the written test.

LICENSES, PERMITS, ETC.:

Registered Substance Abuse Counselor
Provisionally Registered Substance Abuse Counselor

PUBLICATIONS:

Application Manual for Substance Abuse Counselors
Registration (including bibliography). FREE

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	1,992		1,992			
Transfers to Other Funds	682		682			
TOTAL EXPENDITURES	2,674		2,674			

BOARD OF ACCOUNTANCY

LORENZO A. BELLEFLEUR, PA, CHAIRMAN
LAWRENCE E. PARKER, JR., CPA, Secretary-Treasurer

Central Office: 84 Harlow St., Bangor *Telephone:* 942-6702
Mail Address: 84 Harlow St., Bangor, Maine 04401
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 280; *Citation:* 32 M.R.S.A., Sect. 3971
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Accountancy was established to protect the public through regulation of the practice of public accounting in the State of Maine so as to establish and maintain a high standard of integrity and dignity in the profession. The primary responsibilities of the Board are to examine, certify and register qualifying applicants for a certificate to practice public accounting in the State; to revoke, suspend or refuse to renew any registration permit after proper notice and hearing; to promulgate and amend rules of professional conduct; and to publish and distribute at least once every two years a register of Certified Public Accountants, other practitioners registered by the Board, Board members, regulations of the Board, rules of professional conduct, and laws relating to the practice of accounting.

ORGANIZATION: The Board of Accountancy, consists of seven members appointed by the Governor. Each member of the Board must be a citizen of the United States and a resident of this State. Three members must be certified Public Accountants and three members must be noncertified public accountants—all in active practice for at least the five preceding years of appointment date. One member of the board shall be a representative of the public. Both the CPA members and the noncertified Public Accountant members must be registered in accordance with the law.

The term of office of each member will expire as now provided by law. The successor of each present member will be appointed for a term expiring September 1 in the third year after the appointment. Any vacancy occurring during a term shall be filled by appointment for the unexpired term. Upon expiration of the term of office, a member continues to serve until a successor has been appointed and has qualified. The Governor will remove from the Board any member whose permit to practice has become void, revoked, or suspended, and may, after a hearing, remove any member of the Board for neglect of duty or any other just cause.

PROGRAM: The duties of The Board of Accountancy include holding Certified Public Accountant (CPA) and Public Accountant (PA) examinations, issuing CPA and PA certificates by reciprocity from other states, issuing annual permits to practice to qualified certificate holders, and investigating complaints against certificate holders, taking appropriate action where necessary. The Board prepares and distributes free of charge its roster of licensed practitioners in the State and provides information to the general public in relation to securing of accounting services and to persons contemplating a career in the profession of public accounting.

During the fiscal year 1985 the Board of Accountancy met 8 times, held 4 examinations, issued 36 certificates based on the examination results, and issued 18 reciprocal certificates. A total of 769 Public Accountants and Certified Public Accountants secured annual permits to practice. Twelve complaints were investigated in conjunction with the office of Attorney General.

LICENSES, PERMITS, ETC.:
Certification:
Public Accountants
Certified Public Accountants
Annual Registrations:
Offices
Public Accountants
Certified Public Accountants

PUBLICATIONS: Annual Roster listing all public accountants and certified public accountants registered to practice, state statute and Board regulations pertaining to the practice of public accountancy within the State. (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF ACCOUNTANCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,454		3,454			
Other Contractual Service	36,777		36,777			
Rents	290		290			
Commodities	111		111			
Transfers to Other Funds	43		43			
TOTAL EXPENDITURES	40,675		40,675			

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS

EDWARD W.MILLETT, CHAIRMAN
GEORGE TERRIEN, Secretary

Central Office: 142 High St., Portland *Telephone:* 774-0039
Mail Address: 142 High St., Rm. 614, Portland, Me. 04101
Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 288; *Citation:* 32 M.R.S.A., Sect. 211
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Board for Registration of Architects and Landscape Architects was established to protect the public and maintain high professional standards through the examination, certification and registration of persons who wish to practice architecture, or use the title 'architect' or 'Maine registered landscape architect' in the State of Maine. The primary responsibilities of the Board are to examine all applicants who desire to use the title 'architect' or'Maine registered landscape architect' and engage in performing the functions of each; to issue certificates of registration and renewals thereof, upon payment of specified fees, to applicants who have satisfactorily met statutory requirements. The Board makes such rules and

regulations as may be desirable or necessary to establish standards and verify qualifications of applicants for registration, and employs legal advice and such other assistance as it may deem necessary. Also records of its proceedings, and a register of all applicants for registration are kept by the Board.

ORGANIZATION: Appointments shall be for 3-year terms, except that no more than 3 members' terms may expire in any one calendar year. Appointments for terms of less than 3 years may be made in order to comply with this limitation. No person may be eligible to serve more than 3 full consecutive terms, provided that for this purpose only, a period actually served which exceeds ½ of the 3-year term shall be deemed a full term. Upon expiration of a member's term, he shall serve until his successor is qualified and appointed. The successor's term shall be 3 years from the date of the expiration, regardless of the date of his appointment. Any vacancy shall be filled by appointment for the unexpired term. A member may be removed by the Governor for cause.

The Board annually elects a chairman and a secretary. The Board must meet at least once a year to conduct its business; additional meetings being held as necessary for the purpose of examining candidates for registration.

PROGRAM: The Board, in accordance with the Maine Administrative Procedure Act, makes rules and regulations for the protection of the public health, safety, and welfare, as necessary for the performance of its duties of establishing and maintaining high standards of professional qualifications and ethical conduct, and verifying qualifications of applicants for registration as architects or landscape architects. The practice of architecture consists of rendering, or offering to render, service to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents and a coordination of structural factors concerning the aesthetic or structural design and inspection of construction of buildings or any other service in connection with the designing or inspection of construction of buildings located within the State.

The practice of landscape architecture consists of rendering or offering to render services to clients by consultations, investigations, preliminary studies, plans. specifications, contract documents involving the development of land and incidental water areas where, and to the extent that, the dominant purpose of such services is the preservation, enhancement or determination of proper land uses, natural land features, naturalistic and aesthetic values, the settings and approaches to buildings, structures, facilities or other improvements, and natural drainage. The consideration, determination and solution of inherent problems of the land relating to erosion, wear and tear, blight or other hazards are also part of the services offered by landscape architects.

In FY 85, 11 residents in the State were registered as architects; 4 by examination, 2 by reciprocity with registration in another state, and 5 through the National Council of Architectural Registration Boards (NCARB).

Fifty-six nonresidents were registered as architects; 1 by reciprocity with registration in another state, and 55 through the National Council of Architectural Registration Boards.

In addition, 2 resident landscape architects were registered; 1 by examination and 1 through reciprocity with registration in another state. Also, 2 nonresident landscape architects were registered, 1 through reciprocity with registration in another state and 1 through the Council of Landscape Architectural Registration Boards (CLARB).

There are 178 resident registered architects, 597 nonresident registered architects. There are 39 resident landscape architects and 34 nonresident landscape architects.

Four complaints of unlicensed practice were referred to the Attorney General's office after preliminary investigation and confirmation by the Board. There were 3 complaints of improper practice by registered architects, complaint of lack of enforcement of building code, and an investigation regarding a registered architect in another state wishing registration in Maine which resulted in the applicant withdrawing his application.

The long-range plan is to strive for the constant betterment and to maintain the highest standards of professional conduct in the best interests of the public.

LICENSES, PERMITS, ETC.:

Registration:

Architects and Landscape Architects

PUBLICATIONS:

The Board has copies of the Laws/Rules & Regulations of the Maine State Board for Registration of Architects & Landscape Architects, which are available upon request. A current list of all registered architects and landscape architects may be purchased from the Board upon payment of $5.00.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,520		2,520			
Other Contractual Service	29,926		29,926			
Rents	2,364		2,364			
Commodities	177		177			
Transfers to Other Funds	1,003		1,003			
TOTAL EXPENDITURES	35,990		35,990			

STATE BOARD OF BARBERS

RAYMOND L. McDONALD, CHAIRMAN
RAYMOND L. HODGKINS, Executive Secretary

Central Office: 99 Western Ave., Bld. #10, Augusta; *Floor:* 1 *Telephone:* 622-3821
Mail Address: Statehouse Sta. #96, Augusta, Maine 04333
Established: 1937 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 292; *Citation:* 32 M.R.S.A., Sect. 351
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The purpose and major goal of the State Board of Barbers is to protect the public through regulation of the practice of barbering in the State of Maine as to maintain high professional standards. To do so the Board is authorized to examine and certify applicants for a certificate of registration for the practice or instruction of barbering in the State of Maine; to issue and renew bi-annually such certificates to each barber and barbershop, barber technician, barber apprentice and student of barbering. The board shall have the authority, after a hearing in conformance with Title 5, section 9051, et seq., to refuse to issue or renew a registration or license. The Administrative Court Judge has the power to suspend or revoke the certificate of any barber shop, registration, or instructor found guilty of violating any provision of this section or of violating any lawful order, rule or regulation rendered or adopted by the board; to keep a register of all persons to whom certificates are issued.

ORGANIZATION: The State Board of Barbers originated in 1937 with the creation of the State Board of Hairdressers and Barbers. In 1961 this Board separated from the State Board of Hairdressers (now the State Board of Cosmetology). This Board now consists of five members: one is the director of the Bureau of Health, one is a lay person representing the public and three are active barbers, the last four are appointed by the Governor for a term of three years. The Board, in its first meeting of each year, elects a chairman, who serves for a term of one year or until a successor is elected. The Board employs a full time executive secretary.

PROGRAM: During FY 1985, the Board held 6 organized meetings, administered examinations to 15 candidates examined for barber certificates; all 15 candidates passed the examination. There were no official complaints registered with the Board. There were 1,011 inspections made in FY 1985.

The following number of licenses, registrations and permits were issued this fiscal year: barber shops 49, barber certificate of registration 57, work permits 9, apprentice registrations 10, instructor registrations 1, student permits 41.

LICENSES, PERMITS, ETC.:

License:
- Barber Shop

Registration:
- Certificate of Registration for Barbers
- Certificate of Registration for Instructor
- Certificate of Registration for Technician
- Certificate of Registration for Apprentice

Permit:
- Work

PUBLICATIONS:

Barber Board Bulletin, published once annually and distributed to all barber shops (free).
Maine Barber Laws, Rules and Regulations (free).

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF BARBERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	18,727		18,727			
Health Benefits	1,359		1,359			
Retirement	2,801		2,801			
Other Fringe Benefits	78		78			
Other Contractual Service	7,458		7,458			
Rents	2,807		2,807			
Commodities	52		52			
Transfers to Other Funds	1,639		1,639			
TOTAL EXPENDITURES	34,921		34,921			

STATE BOARD OF COSMETOLOGY

JOYCE M. POULIN, CHAIRMAN
GERALDINE L. BETTS, Executive Secretary

Central Office: Capitol Shopping Center, Augusta *Telephone:* 289-2231 & 289-2232
Mail Address: Statehouse Sta. #62, Augusta, Maine 04333
Established: 1933 *Sunset Termination Scheduled to Start by:* June, 30, 1986
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 305; *Citation:* 32 M.R.S.A., Sect. 1601
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Board was established to administer, coordinate and enforce Chapter 23; evaluate the qualifications and examine applicants for registration; and at its discretion investigate allega-

tions of violations, in order to protect the consuming public.

ORGANIZATION: The Board consists of 7 members, 6 of whom shall be appointed by the Governor. Five shall be engaged in the practice of Cosmetology for at least 3 years immediately prior to this appointment. One member shall be a representative of the public and one member shall be the Director of Health. Term of office shall be 3 years and no one shall serve more than 3 consecutive terms.

PROGRAM: The Board must meet at least twice during the calendar year; once in the month of January to elect a chairman, and again before the end of December. During the fiscal year 1984-1985, the Board of Cosmetology held nine meetings.

The Board conducted thirteen hairdresser examinations during the fiscal year 1984-1985. A total of four hundred ninety-eight candidates were examined. One hundred thirty-seven candidates failed the exam.

A total of four hundred twenty-nine new beauty shops were licensed during 1984-1985.

Approximately 4,000 beauty shop inspections were conducted. The beauty shop rules and regulations were revised and became effective December 26, 1984. The board is currently working in cooperation with the Department of Educational & Cultural Services to adopt rules for the licensing of cosmetology instructors.

LICENSES, PERMITS, ETC.:

License:
- Apprentice Hairdresser's Certificate of Registration
- Beauty Shop License
- Hairdresser's Certificate of Registration
- Instructor's Certificate of Registration
- Demonstrator's Certificate of Registration
- Hairdresser's Certificate of Registration (Manicurist)

Permit:
- Permit to Practice Hairdressing and Beauty Culture
- Student Permit

PUBLICATIONS:
- Rules and Regulations Pertaining to Beauty Shops (free)
- State Board of Cosmetology Laws Pertaining to Cosmetology 1984 (free)
- Rules of Practice (free)
- Ruled Relating to Apprentice, Manicurist and Instructor

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF COSMETOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	70,938		70,938			
Health Benefits	5,832		5,832			
Retirement	10,493		10,493			
Other Fringe Benefits	377		377			
Other Contractual Service	44,303		44,303			
Rents	10,002		10,002			
Commodities	1,063		1,063			
Transfers to Other Funds	3,741		3,741			
TOTAL EXPENDITURES	146,749		146,749			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

HARRY E. CUMMINGS, CHAIRMAN
DANIEL WEBSTER, JR., Secretary

Central Office: Terminal Building, Augusta State Airport *Telephone:* 289-3236
Mail Address: Statehouse Sta. #92, Augusta, Maine 04333
Established: 1935 *Sunset Termination Scheduled to Start by:* June 30, 1981
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 322; *Citation:* 32 M.R.S.A., Sect. 1301
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Registration for Professional Engineers was established to protect the public through regulation of the practice of engineering in the State of Maine so as to maintain high professional standards. The Board is authorized to examine, certify and grant certificates to applicants who satisfactorily qualify as professional engineers or engineers-in-training in the State, upon payment of specified fees; to publish and distribute a roster of all registered professional engineers; to make rules and regulations not inconsistent with State laws relating to engineers; to investigate complaints of alleged violations of such laws, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

ORGANIZATION: The State Board of Registration for Professional Engineers, established in 1935, is composed of five professional engineers appointed from nominees recommended by the representative engineering societies of the State by the Governor and one representative of the public, who shall be appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman, vice-chairman and a secretary. The latter may or may not be a member of the Board.

The Board relocated its office on November 1, 1984 to the 2nd floor of the new terminal building at the Augusta State Airport, Augusta.

One new member, Henry L. Cranshaw, was appointed to the Board as the public member effective March 18, 1985.

PROGRAM: During FY 1985, a total of 271 applications for registration as Professional Engineer were recieved by the Board. Certificates of Registration were granted to 248 applicants. Of these, 83 were residents of the State of Maine. The remaining 165 reside in 32 other jurisdictions including 29 other states; Puerto Rico, and Ontario, Canada. Other than Maine, Massachusetts was the state of residence for the most (64) followed by New Hampshire (16) and New York (12). Ninety-five qualified by written examination, 145 by comity with other jurisdictions, and 8 by oral examination. As of June 30, 1985, a total of 3,598 engineers were registered for the two year period ending December 31, 1985.

During the fiscal year, 190 applications for certification as Engineer-in-Training were received. Of this number, 146 were seniors in the College of Engineering and Science at the University of Maine at Orono.

Engineer-in-Training Certificates were granted to 190 applicants. All but one qualified by the written examinations given in the spring of 1984 or the fall of 1984. One qualified by comity with another jurisdiction.

The Board maintains membership in the National Council of Engineering Examiners (NCEE). Members fully participate in the activities of the Council. Several serve on Council Committees and in some cases serve as chairman of committees. Individual members of the Board also maintain membership in the several state and national engineering societies. These efforts help in keeping abreast of the activities of the engineering profession.

The Board used the Uniform Written Examinations as provided by the NCEE for both the Fundamental (EIT) and the Principles and Practice (PE) examinations. These examinations are made available to the State Boards that desire to use them and are graded and returned by the NCEE at cost. Boards of all 50 states, the District of Columbia and 4 territorial jurisdictions use the NCEE examinations. This is an aid in attaining better uniformity in conducting

comity among the several state boards.

Two periods of written examinations are given each year by the Board, in the fall and in the spring. Fall examinations were given at Augusta on October 26, 1984 for 52 professional engineer candidates covering 14 disciplines of engineering and on October 27, 1984 for 20 engineer-in-training candidates. Also, on October 27, 1984, 22 engineer-in-training candidates took examinations at Orono. Of these, 21 passed the PE exam and 28 passed the EIT exams.

The spring examinations were also given at Augusta and Orono. On April 19, 1985, 88 professional engineer candidates took the PE exam covering the 4 major disciplines of engineering (Chemical, Civil, Electrical and Mechanical), at Augusta. Four other candidates took the exam for Maine registration in Maryland, Florida, Missouri and Guam. These exams were administered by the respective Boards in these jurisdictions as a courtesy to the Maine candidates and the Maine Board. Also, on April 20, 1985, 163 Engineer-in-Training candidates took the EIT exam—36 at Augusta and 127 at Orono.

The Board held five meetings during FY 85. These were held July 12 and October 4, 1984 and January 3, March 21 and June 13, 1985.

The Board invited 9 applicants to appear for Oral Interviews, and 8 were granted registration as Professional Engineers.

Three complaints of alleged violations were received during the year. One has been resolved following investigation and two continue under investigation. None involved engineering principles or design.

LICENSES, PERMITS, ETC.:

Registration:
- Professional Engineer
- Engineer-in-Training

PUBLICATIONS:

"Forty-sixth Annual Report With Roster of Professional Engineers" as of July 16, 1984 (free)

"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules and Regulations of the State Board of Registration for Professional Engineers" (free)

Also "Supplement" was published as of June 4, 1985 with names and addresses of 237 new registrants. (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Computer Services—State	33		33			
Other Contractual Service	45,534		45,534			
Commodities	130		130			
Equipment	1,042		1,042			
Transfers to Other Funds	1,067		1,067			
TOTAL EXPENDITURES	47,806		47,806			

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS

RICHARD F. BASTOW, CHAIRMAN
THEODORE M. STONE, Secretary

Central Office: Sherburne St., So. Gardiner, Maine *Telephone:* 582-3443
Mail Address: Statehouse Sta. #98, Augusta, Maine 04333
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1981
Reference: Policy Area: 01; *Umbrella:* 02; *Unit:* 360; *Citation:* 32 M.R.S.A., Sect. 1671
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Registration for Land Surveyors was established to protect the public through regulation of the practice of land surveying in the State of Maine so as to maintain high professional standards. The Board is authorized to conduct examinations and certify those persons qualified to hold the titles of Land Surveyor or Land Surveyor-in-Training; to verify credentials of applicants for a certificate; to keep a record of all applications for certificates as Land Surveyors; to keep a roster of the names and places of business of all registered land surveyors; to make rules and regulations, consistent with the laws of the State, as reasonably necessary for the proper performance of its duties; to conduct hearings and investigations upon receipt of complaints pertaining to land surveying; to refer cases to the Administrative Court for disciplinary actions where warranted; and to revoke the certificate of any registered land surveyor who is found guilty of fraud, deceit, gross negligence, incompetency or misconduct.

ORGANIZATION: The State Board of Registration for Land Surveyors, established in 1967, consists of five land surveyors and one public member appointed by the Governor, for terms of five years. Land Surveyor members must have been actively engaged in land surveying for at least ten years immediately preceding appointment. The Board annually elects from its membership a chairman, vice-chairman and a secretary. Legislative action transferred this Board to the Department of Business Regulation effective July 1, 1981.

PROGRAM: The State Board of Registration for Land Surveyors meets a minimum of four times a year to evaluate and act upon applications for registration. It conducts written examinations twice a year to determine the competency of the applicants. Prerequisites to taking the examination are five years of apprenticeship and land surveying or three years apprenticeship with academic training, or three years apprenticeship with a Land Surveyor-in-Training certificate.

A Land Surveyor-in-Training examination is given twice a year. This is the first part of the Land Surveyor examination and includes the fundamentals and mathematics of surveying. It is designed for students who have completed a surveying curriculum of apprentices working with a registered Land Surveyor, in order to certify them in the first step toward registration.

During fiscal year 1985, 14 Land Surveyor applications were received and 11 were registered. The total number of registrants on 30 June 1985 was 989. Of this number 215 are non-state residents. Land Surveyor-in-Training applications during this period were 29. A total of 9 were certified which included applications from the previous year. There are now 478 certified Land Surveyors-in-Training.

A complete revision of Board Rules and Regulations was completed in fiscal year 1985, including Standards of Practice.

LICENSES, PERMITS, ETC.:

Registration:
- Land Surveying
- Land Surveyor-in-Training

PUBLICATIONS:

Roster, published biennially, and distributed free to all registered Land Surveyors and others upon request.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	12,067		12,067			
Commodities	33		33			
Transfers to Other Funds	1,846		1,846			
TOTAL EXPENDITURES	13,946		13,946			

CIVIL AIR PATROL

COLONEL DAVID J. BRAUN, WING COMMANDER
MAJOR EMERY NASON, Deputy Commander

Central Office: Airport, Winthrop Street, Augusta; *Floor:* 2 *Telephone:* 207-622-7722
Mail Address: Winthrop Street-Airport, Augusta, Maine 04330

Established: 1941 *Sunset Review:* Not Established

Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 238; *Citation:* 6 M.R.S.A., Sect. 301

Average Count—All Positions: 0 *Legislative Count:* 0

Organizational Units:

A. Maine Wing, Civil Air Patrol, Wing Headquarters, Augusta, Maine
B. Subordinate Units:
1. Auburn Composite Squadron—Auburn
2. Augusta-Gardiner Composite Squadron—Augusta
3. Bangor-Brewer Composite Squadron—Bangor
4. Mid-Coast Composite Squadron—Wiscasset
5. Caribou Composite Squadron—Caribou
6. Dexter Senior Squadron—Dexter
7. Down-East Patrol Composite Squadron—Ellsworth
8. Cumberland County Composite Squadron—South Portland
9. Liberty Cadet Squadron—Berwick
10. Central Maine Senior Squadron—Norridgewock
11. Pinetree Senior Squadron—Auburn
12. Waterville Composite Squadron—Waterville
13. Rangeley Composite Squadron—Rangeley
14. St. Croix Composite Squadron—Calais

PURPOSE: The Civil Air Patrol was established to provide an organization to encourage and aid United States citizens through the contribution of their efforts, services and resources in the development of aviation and in the maintenance of aerospace supremacy. The Patrol also encourages, and develops, by example, the voluntary contribution of private citizens to the public welfare and provides aviation and aerospace education and training, especially to its senior and cadet members. The Patrol encourages and fosters civil aviation in local communities; and provides an organization of private citizens with adequate facilities to assist in meeting local, state and national emergencies, particularly air search and rescue.

ORGANIZATION: The Civil Air Patrol (CAP), auxiliary of the U.S. Air Force, is a private, nonprofit corporation which functions in accordance with its constitution and bylaws, regulations, and other directives issued by the National Board, the National Executive Committee, and the National Commander of the CAP. It was established December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became a civilian auxiliary of the Unites States Air Force by act of Congress. The Secretary of the Air Force is given certain authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of the noncombatant mission of the Air Force.

The Corporate Organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters—Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings—one for each state, the District of Columbia, and Puerto Rico. A wing is comprised of the wing headquarters and all units within geographical boundaries of a state. Wing Commanders are appointed by the National Executive Committee and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements in the conduct of cadet programs; and Composite Squadrons, composed of both senior and cadet members and conducting both senior and cadet programs.

CIVIL AIR PATROL

PROGRAM: The activities of the Maine Wing Civil Air Patrol (CAP) are administered by the Wing Headquarters located in Augusta at the State Airport with a field organization consisting of fourteen squadrons located throughout the State.

At the Wing Headquarters a mission control center is maintained in operational status with telephone and radio communications facilities and other necessary equipment to conduct air search missions on a local or state-wide basis.

Another control center is maintained in an operational status at the Bangor International Airport. At this location also are telephone and radio communication facilities connected to the Augusta Headquarters. During search missions one or both headquarters may be used depending on the area of the state to be searched and number of aircraft and personnel involved.

During the last fiscal year aircraft and personnel of the Maine Wing CAP spent in excess of two thousand hours searching the state. Every aircraft flying today is required to have an Emergency Locator Transmitter aboard. When one of these starts transmitting because of a crash, malfunction or human error it is necessary to dispatch search aircraft to locate the signal because it is being transmitted on a distress frequency. Maine Wing aircraft located several aircraft by means of ELT's (Emergency Locator Transmittors) and were also involved in missing aircraft searches during the last fiscal year.

Six corporate aircraft are presently located in the State of Maine: Augusta State Airport—one Cessna 150, Bangor—one Cessna 305A, Wiscasset—one Aero Commander Lark, Dexter—one Piper 140, Bar Harbor—one Cessna 150, Caribou—one Cessna 172.

Two VHF Repeater Stations are maintained and operated by the Maine Wing at Libby Hill, Auburn and Bald Mountain, Dedham as part of our communications network. Fixed land, ground mobile and air mobile radio stations are used to support our long range and short range networks which span the state.

The Civil Air Patrol Aerospace Education program continues to make available guest speakers and material concerning aviation past, present, and future. Furthermore, a flight simulator is available at Wing Headquarters for flight personnel to use and increase their proficiency.

Cadets of the Maine Wing gained knowledge of the U.S. Air Force by attending a week long encampment at Loring Air Force Base, Maine during the summer and a survival course was taught by U.S. Navy personnel from NAS Brunswick to cadets and seniors at the Rangeley facility.

PUBLICATIONS:

Publications concerning Civil Air Patrol and prices are available from "The Bookstore", National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

FINANCES, FISCAL YEAR 1985: 6 MRSA, Section 16 provides that expenditures of this unit, which amounted to $5,000 in FY 85, shall be borne by the Department of Transportation. By administrative decision, these funds are included with those of the Bureau of Transportation Services.

COMMUNITY SERVICES ADVISORY BOARD

JONATHAN W. REITMAN, CHAIRMAN

Central Office: Hallowell, Maine *Telephone:* 289-3771
Mail Address: Statehouse Sta. #73, Augusta, Maine 04333
Established: December 1983 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 462; *Citation:* 5 M.R.S.A., Sect. 3517
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Community Services Advisory Board is to advise the Governor, the Legislature and the Director of the Division of Community Services on programs and policies relative to the Maine Community Services Act.

ORGANIZATION: The Community Services Advisory Board was established in 1983. It consists of 12 members. One member of the House of Representatives appointed by the Speaker of the House; one member of the Senate appointed by the President of the Senate; the Director of the Division of Community Services to serve ex-officio and 9 members appointed by the Governor in the following categories: An executive director of a community action agency, an elected official from one of the municipalities which act as local program operators, 2 representatives from board of directors of community action agencies, 2 recipients of assistance or service from a sub-grantee of the Division of Community Services and 3 members from the general public.

PROGRAM: The Advisory Board has met 7 times during fiscal year 1985. They have provided input and advice to the Division on State Plans and Rules of the various programs administered. In addition, they reviewed several pieces of legislation presenting testimony to several legislative committees on bills important to low-income citizens.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are included with those of the Division of Community Services.

COMPUTER SERVICES ADVISORY BOARD

DEANE R. QUINTON, CHAIRMAN
ARTHUR W. HENRY, JR., Director, Bureau of Central Computer Services

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3631
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333
Established: 1975 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 225; *Citation:* 5 M.R.S.A., Sect. 1855
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Computer Services Advisory Board is to assist the Bureau of Central Computer Services in the development and review of: standards governing data processing systems and methods; rules, regulations and policies relating to data processing; schedule of charges; the budget; and a state master plan.

The Board must make its recommendations to the Commissioner of Finance and Administration prior to his/her approval of the above.

ORGANIZATION: Chapter 322 of the Public Laws of 1975, which created the Bureau of Central Computer Services within the Department of Finance and Administration also established a "Computer Services Advisory Board", which consists of fifteen members, two of whom are appointed by the Governor from the private sector, knowledgeable in the science and administration of data processing services, but who must not be vendors of data processing equipment or supplies. These two members are appointed for a four year period; however, of the first members appointed, one serves a two year term only. The Chancellor of the University of Maine also designates an employee of the University, who is knowledgeable in the science and administration of data processing to be a member of the Board. The Commissioners of the Departments of Human Services, Transportation, Labor, Finance and Administration, Educational and Cultural Services, Public Safety, Mental Health and Retardation and the Secretary of State each designate a member of his department to serve on the Board. At the beginning of each biennium the Governor must designate three agencies not already represented, and the head of those agencies names a member of his agency to serve on the Board.

PROGRAM: The Computer Services Advisory Board was active in a number of policy areas in fiscal 1985. Of note, was the completion of the Data Processing Systems Standards, the document that describes the standards governing the acquisition of both hardware and software. The Standards were also approved by the State's Standardization Committee, and were later published in the Department of Finance and Administration's "Manual of Financial Procedures". In addition to the ongoing review of the Standards mentioned, the Computer Services Advisory Board actively worked on the adoption of statewide systems development standards, and statewide disaster recovery standards.

In areas relating to Central Computer Services, the Computer Services Advisory Board met several times in regards to rate setting, as Central Computer Services prepared a more comprehensive and straightforward rate setting package. In addition, it monitored fiscal performance and recommended approval for the use of a one time 8.5% surcharge to CCS billings that would enable CCS to build a cash account that would help in paying its vendors during the delay period sometimes experienced where agencies are slow paying CCS billings. The Computer Services Advisory Board also approved the acquisition of new hardware, and software systems. Of some concern to the Computer Services Advisory Board was the published Governor's Task Force review of data processing. The Board while having concerns in some specific areas, generally felt there were a number of constructive points. To better utilization of the data processing function statewide, the Board made recommendations that included suggestions made by the Task Force.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $317.50 in FY 85 and are, by administrative decision, included with those of the Bureau of Central Computer Services.

DEPARTMENT OF CONSERVATION

RICHARD B. ANDERSON, COMMISSIONER

Central Office: AMHI—Harlow Building, Augusta; *Floor:* 3 *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056; *Citation:* 12 M.R.S.A., Sect. 5011

Average Count—All Positions: 545 *Legislative Count:* 227

Organizat.onal Units:

Division of Planning and Program Services
Administrative Services Division
Land Use Regulation Commission
Bureau of Public Lands
Coastal Island Registry
Bureau of Forestry (AKA Maine Forest Service)
Maine Conservation Corps
Bureau of Parks and Recreation
Keep Maine Scenic Committee
Maine Trail Systems Advisory Committee
Maine Geological Survey
Division of Real Property Management

PURPOSE: The Department of Conservation was established to preserve, protect and enhance the land and water resources of the State of Maine; to encourage the wise use of the State's scenic, mineral and forest resources; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; and to provide for the effective management of public lands.

The primary responsibilities of the Commissioner of the Department of Conservation are to coordinate and supervise the activities and programs of the bureaus and agencies which are part of the Department; to undertake comprehensive planning and analysis with respect to the functions and responsibilities of the Department; to develop and implement procedures and practices to promote economy, efficiency and coordination in and between the various agencies and bureaus of the Department; and to recommend to the Governor and Legislature changes in the laws relating to the organization, functions, services or procedures of the agencies and bureaus.

ORGANIZATION: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the Forestry Department, the Department of Parks and Recreation, the Land Use Regulation Commission, the Bureau of Geology (formerly a division of the Department of Forestry), and the Bureau of Public Lands.

The Commissioner's office is organized into two major divisions, the Division of Planning and Program Services, and the Division of Administrative Services. Legislation passed during the 108th Legislature (effective October 24, 1977) established a Director's position for each of these divisions. Legislation passed during the 112th Legislature (effective July 1, 1984) renamed the Director of the Division of Planning and Program Services, now Deputy Commissioner.

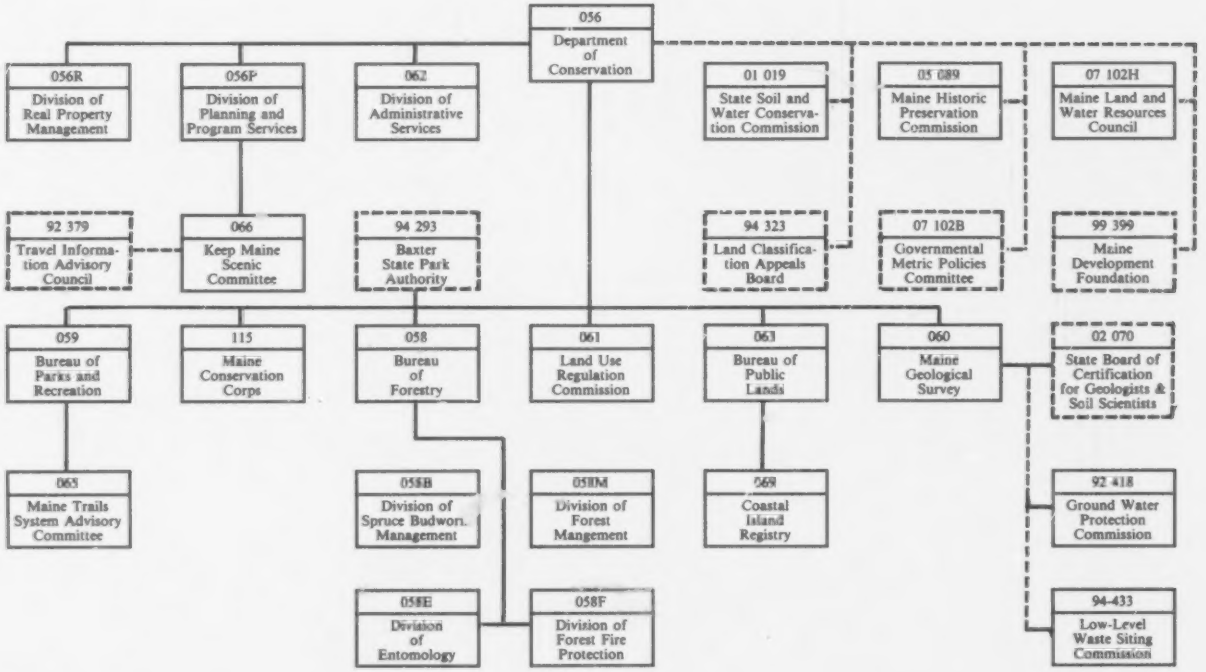
The Division of Planning and Program Services is responsible for the Information and Education function, Maine Conservation Corps, program review and evaluation, policy development, and long-range departmental planning.

The Division of Administrative Services provides various support services including personnel, budget, audit, accounting, bookkeeping, and central office services.

PROGRAM: Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and in the Division of Administrative Services and Planning and Program Services.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
DEPARTMENT OF CONSERVATION
UMB 04



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF CONSERVATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,445,706	7,152,961	1,706,409		426,663	159,673
Health Benefits	478,502	359,962	88,670		22,560	7,310
Retirement	1,423,993	1,073,857	261,171		65,350	23,615
Other Fringe Benefits	84,385	69,853	10,664		3,418	450
Computer Services—Comm	34,721	4,565	23,413		6,704	39
Computer Services—State	14,716	12,253	1,794		669	
Other Contractual Service	5,582,165	2,449,086	2,932,537		147,590	52,952
Rents	313,981	124,390	177,874		8,676	3,041
Commodities	522,658	355,492	115,308		11,954	39,904
Grants—Subsidies—Pensions	1,133,416	408,351	635,137		89,566	362
Purchases of Land	113,153	221	57,840			55,092
Buildings and Improvement	42,302	19,809	22,493			
Equipment	789,919	176,948	361,353		178,632	72,986
Interest—Debt Retirement	578,232	322	577,896		2	12
Transfers to Other Funds	425,271		405,708		15,268	4,295
TOTAL EXPENDITURES	20,983,120	12,208,070	7,378,267		977,052	419,731

DEPARTMENT OF CONSERVATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	497					497
Other Contractual Service	246,184	239,194				6,990
Rents	3,105	105				3,000
Commodities	5,217	4,089				1,128
Grants—Subsidies—Pensions	6,979	1,000			5,952	27
Purchases of Land	55,092					55,092
Buildings and Improvement	13,179	13,179				
Equipment	187,004	22,153			98,415	66,436
Interest—Debt Retirement	53	53				
TOTAL EXPENDITURES	517,310	279,773			104,367	133,170

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)

NORMAND V. RODRIGUE, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: October 3, 1973 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 062; *Citation:* 12 M.R.S.A., Sect. 5012

Average Count—All Positions: 25 *Legislative Count:* 19

PURPOSE: Under the overall supervision of the Director, this Division is responsible for financial management including budgeting, accounting, bookkeeping, auditing; business management including purchasing, contracting, leasing, property and inventory record keeping, information automation; personnel and labor relations including organization and staff development, position classification, workers' compensation administration, and training.

ORGANIZATION: The Administrative Services Division is composed of three functional units: Personnel and Labor Relations; Fiscal and Accounting; and Business Management.

PROGRAM: The Division of Administrative Services has three (3) major program objectives:

1. Improve the Department's overall management function and capability through training, management information, and development of administrative policies and procedures.
2. Identify and affect cost saving measures through improved use of human resources, purchasing, contracting, and other administrative systems throughout the Department.
3. Manage and control the fiscal activities of the Department in accordance with statutory and regulatory requirements and in conformity with generally accepted accounting principles.

Major accomplishments in 1984-85 include:

1. he Department successfully installed and implemented a single vendor data and word processing system. This information processing capacity was quickly and smoothly assimilated into most of the Department's programs at significant use levels (70-90 percent) which greatly improved the Department's information handling capabilities.

2. The Division of Real Property Management established in 1984-85, was successfully organized and began serving the Department's real estate holding bureaus and programs through planning, design, engineering, construction, and real estate appraisal services.

3. The Division expanded the scope and sophistication of its staff development activities through workshops and annual seminars for managers with particular emphasis on safety, industrial accidents, and workers' comp.

The Division plans to pursue further the objectives outlined above with special emphasis on management information and training.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	485,562	362,577	113,626		9,359	
Health Benefits	27,851	19,958	7,359		534	
Retirement	78,310	58,991	17,902		1,417	
Other Fringe Benefits	6,662	6,090	512		60	
Computer Services—Comm	1,920	1,920				
Computer Services—State	5,816	5,816				
Other Contractual Service	69,630	44,158	23,973		1,499	
Rents	370	220	150			
Commodities	16,106	7,916	8,190			
Grants—Subsidies—Pensions	6,537	5,969	473		95	
Equipment	93,401	1,775	91,626			
Transfers to Other Funds	13,204		12,320		884	
TOTAL EXPENDITURES	805,369	515,390	276,131		13,848	

COASTAL ISLAND REGISTRY

JOHN W. FORSSEN

Central Office: Ray Building, A.M.H.I. *Telephone:* 289-3061
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: July 5, 1973 *Sunset Termination Scheduled to Start by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 069; *Citation:* 33 M.R.S.A., Sect. 1203
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Coastal Island Registry was established to identify and secure title to those coastal islands remaining within the State of Maine.

ORGANIZATION: The 106th Legislature created the Coastal Island Registry in 1973, assigning it first to the Bureau of Forestry and then, in 1974, to the Bureau of Public Lands, where it currently resides, 33 M.R.S.A., Chapter 25.

PROGRAM: The Coastal Island Registry Act provides that all coastal islands within the State of Maine (having less than four residential structures thereon) shall be registered with the Bureau of Public Lands by their purported owners. The Bureau is then directed to search all registered titles to determine the "true" owners. Those islands for which such a determination discovers against a purported owner, as well as those islands for which no registration was submitted, fall to the care and custody of the State of Maine, until such time as a "true" owner comes forward to establish title. (See report for Bureau of Public Lands.)

FINANCES, FISCAL YEAR 1985: This unit did not receive any funds.

MAINE CONSERVATION CORPS

DENNIS M. DOIRON, DIRECTOR

Central Office: Harlow Bldg., Augusta *Telephone:* 289-2211
Mail Address: Statehouse Station #22, Augusta, Maine 04333
Established: December 1983
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 115; *Citation:* 12 M.R.S.A., Sect. 5151

PURPOSE: The Maine Conservation Corps is responsible for creating employment and training opportunities for Maine's unemployed on projects which improve and enhance public property and resources. The program is designed to achieve its purpose by working cooperatively and sharing staffing and funding resources with funded job training agencies and public land managing agencies.

ORGANIZATION: The Maine Conservation Corps is a unit within the Division of Planning and Program Services, Department of Conservation. The unit is staffed by one full time, year round Director. Seasonal project staff are employed as required to accomplish work projects.

PROGRAM: Legislation creating the Maine Conservation Corps was passed in the summer of 1983. The first project began in the spring of 1984. Twenty projects, employing 161 Corpsmembers and Project Team Leaders, operated from July 1 to December 30, 1984. During this period 38,312 hours of labor was performed on various conservation-related projects with the Maine Forest Service, the Bureau of Public Lands, the Bureau of Parks and Recreation, the Department of Inland Fisheries, and several towns. Three projects employing 18 Corpsmembers began operating in April, 1985. These projects and 12 others will operate during the 1985 spring/summer season.

During the first year of the program several agencies, funded under the Federal Job Training Partnership Act, contributed $150,798 to the program and various land managing agencies contributed $87,857.

PUBLICATIONS:

"The Maine Conservation Corps in 1984: The First Year Program" March 1985. Available at no charge from the Maine Conservation Corps, Department of Conservation, State House Station #22, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CONSERVATION CORPS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	64,307	61,991	2,316			
Health Benefits	3,553	3,553				
Retirement	10,345	9,974	371			
Other Fringe Benefits	124	124				
Other Contractual Service	9,804	9,185	619			
Rents	81	81				
Commodities	1,123	978	145			
Grants—Subsidies—Pensions	10,007	10,007				
Equipment	3,511		3,511			
Transfers to Other Funds	92		92			
TOTAL EXPENDITURES	102,947	95,893	7,054			

DIVISION OF ENTOMOLOGY

CLARK A. GRANGER, DIRECTOR

Central Office: AMHI, Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehoue Sta. #22, Augusta, Maine 04333
Established: 1921 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058E; *Citation:* 12 M.R.S.A., Sect. 8002
Average Count—All Positions: 30 *Legislative Count:* 17

PURPOSE: The Division of Entomology originated in 1921 for the purpose of protecting Maine's forest and shade trees from insects and diseases. This is accomplished through statewide detection and assessment surveys, research, control action and public education. Responsibilities extend to responding to requests for advice on associated problems. Additional responsibilities include the administration of State and Federal laws pertaining to insect and disease quarantine regulations.

ORGANIZATION: The Director of the Maine Forest Service appoints, subject to the Personnel Law, the State Entomologist. Operating within an administrative division of the Maine Forest Service, the State Entomologist is statutorily responsible for answering all calls for information on forest insects, diseases, and other organisms. This includes their identification and control. The State Entomologist is also required to assist other departments working in this field.

In the implementation of these responsibilities the State Entomologist is authorized to go onto any lands for the purpose of surveying and inspecting any shade, ornamental or forest trees whenever he suspects the presence of any dangerous native or exotic insect or disease. This includes the performance of any work involved in ascertaining the presence of such organisms. If the survey work requires the placing of "trap" material on developed lands in incorporated areas, the State Entomologist is required to first notify the landowner of his plans.

PROGRAM: The spruce budworm is the State Entomologist's major forest problem. Extensive air/ground surveys over the 8.1 million acres of spruce/fir forests identified tree conditions and insect population levels. The general tree condition remains severe with high insect population levels. Recommendations for action included 1,500,000 acres for 1985. Representative field samples were analyzed in field laboratories. Research tests were planned, conducted and financed in cooperation with University of Maine at Orono, federal and control project personnel. Research continues on survey and sampling techniques to improve future budworm population predictions.

Other significant insect outbreaks occur over 4,881 acres by the Gypsy Moth in the southern third of the state, 214,523 acres by Bruce's Spanworm in the northern hardwood type, and 1,258 acres by the Satin Moth in Eastern Maine. The white pine blister rust program policy now places full responsibility for control on towns and landowners. We surveyed 191,698 of the two million acres in the White Pine Protection District.

Specific surveys and evaluations were conducted on a number of other active or potential pests, including oak insect complex, Scleroderris Canker disease, Ash Leaf Rust, and the European Larch Canker. The general forest insect and disease survey system was enhanced by a system of light traps for detection of activity patterns of destructive forest species. Special surveys of spruce budworm parasites and a survey of secondary insects and diseases in budworm weakened stands provide additional important and useful data. Continued emphasis on forest diseases through identification and technical assistance to landowners, the public and other agencies helps meet an ever increasing demand. The forest disease, Scleroderris Canker, discovered in the Eustis area, in Coplin Pltn., T19 M.D. and Aurora was monitored and no spread was observed in FY 85.

The Division provided identification and technical advice to the public including small landowners, on a variety of pests of homegrounds, humans, and pets. Over 608 public assistance requests were responded to on the forest and shade tree resource and public nuisance pests. Also 957 permits were issued relative to Gypsy Moth quarantine regulations.

LICENSES, PERMITS, ETC.:

Gypsy Moth Quarantine Permits are issued to meet Canadian requirements for transporting logs from Maine to Canada.

Larch Canker Quarantine permits are issued or compliance agreements are negotiated to control the spread of European larch canker.

PUBLICATIONS:

Insect Primer
Field Book of Destructive Forest Insects
Saddled Prominent Outbreak of 1970-1971
Saddled Prominent Complex in Maine
Protect White Pine From Blister Rust
Arbor Week—A Guide for Elementary School Teachers
Life History of a Red Oak Leaf-Mining Sawfly
Planting and Care of Shade Trees

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ENTOMOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	427,836	402,107			25,729	
Health Benefits	23,447	21,942			1,505	
Retirement	66,556	62,814			3,742	
Other Fringe Benefits	4,223	4,126			97	
Computer Services—Comm	279	279				
Computer Services—State	138	138				
Other Contractual Service	64,496	62,703			1,793	
Commodities	9,329	9,067			262	
Grants—Subsidies—Pensions	22,180	19,982			2,198	
Equipment	3,636				3,636	
Interest—Debt Retirement	22	22				
Transfers to Other Funds	444				444	
TOTAL EXPENDITURES	622,586	583,180			39,406	

DIVISION OF FOREST FIRE PROTECTION

GEORGE BOURASSA, SUPERVISOR

Central Office: AMHI, Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058F; *Citation:* 12 M.R.S.A., Sect. 8901
Average Count—All Positions: 185 *Legislative Count:* 103

PURPOSE: The primary objective of this Division is to provide forest fire protection at the least cost with minimum damage to Maine's 17,749,000 acres. This objective is accomplished by doing four major tasks (1) prevention—25% to 30% of time and funds are expended in this effort, (2) detection—presently utilizing 28 towers and 12 detection aircraft, (3) presuppression—training of municipal and Division employees and maintenance and development of specialized equipment, (4) suppression—extinguishing fires that do occur.

ORGANIZATION: In 1891 the office of Forest Commissioner was established resulting from action by the legislature to establish a Forest Commission for the protection of the forest. Until this time this office had been known as the Land Office and the Land Agent. In 1909 an act creating the Maine Forestry District was approved giving forest fire protection throughout the "Unorganized Towns" and some plantations. The disastrous forest fires of 1947 gave stimulus for statute changes in 1949 that made the Forest Commissioner responsible for *all* forest fire control over the entire State. The Department of Conservation was established in 1973, the Maine Forestry Department, also called the Maine Forest Service, became the Bureau of Forestry under Conservation and Fire Control was assigned to the Bureau as the Division of Forest Fire Protection.

PROGRAM: The goal of the Division is to keep the acreage burned to less than .02 of 1% of the total acreage of the State and hold fire occurrence to 59 fires per million acres protected (1,000 fires). During 1984 there were 648 forest fires burning 4,368 acres.

Forest fire prevention continues to play a very important role in meeting the Division's objectives. Fire Prevention consists of activities such as public service announcements, newspaper articles, Smokey Bear Programs in schools, law enforcement, and spark arrestor inspections on chainsaws, skidders, and other equipment used in the woods.

Presuppression or preparedness is another key to a successful forest fire control program. Continued efforts are maintained in building and equipment maintenance. Most of this work is done by Division personnel.

Many hours of training, both in-service and with volunteer and municipal groups, was conducted throughout the State. In addition, special training programs were developed for hotshot crews, scouts, and industry personnel in forest fire suppression techniques. Three specially trained and equipped fire overhead teams were trained and maintained.

LICENSES, PERMITS, ETC.:

Permits:

Burning Permits

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST FIRE PROTECTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,070,447	2,955,615			114,832	
Health Benefits	172,056	164,719			7,337	
Retirement	459,177	441,609			17,568	
Other Fringe Benefits	39,177	38,215			962	
Computer Services—Comm.	1,452	1,452				
Computer Services—State	615	615				
Other Contractual Service	1,301,326	1,299,599	251		1,476	
Rents	113,083	113,083				
Commodities	223,279	223,274			5	
Grants—Subsidies—Pensions	217,568	194,178			23,390	
Buildings and Improvement	18,028	6,630	11,398			
Equipment	166,100	118,543			47,557	
Interest—Debt Retirement	202	202				
Transfers to Other Funds	1,968		3		1,965	
TOTAL EXPENDITURES	5,784,478	5,557,734	11,652		215,092	

DIVISION OF FOREST MANAGEMENT AND UTILIZATION

KIM KOLMAN, DIRECTOR

Central Office: AMHI, Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1947 *Sunset Review Required no later than:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058M; *Citation:* 12 M.R.S.A., Sect. 8002
Average Count—All Positions: 44 *Legislative Count:* 18

PURPOSE: The primary function of the Forest Management and Utilization Division is to (1) motivate and technically assist forest owners to properly manage their woodlands; (2) technically assist forest product operators and wood using mills for product marketing and utilization; (3) technically assist municipalities on care and maintenance of shade trees; (4) maintain a State forest nursery for production of tree seedlings and wildlife shrubs; (5) conduct genetic tree improvement program for development of improved tree growth; and (6) maintain the Maine State Arboretum located in Augusta. Such assistance is provided through educational workshops, field demonstrations, media presentations and limited one on one contact between forester and owner. Policy limits are established on actual technical assistance available to individual landowners.

Training programs for all personnel are an active part of the program to maintain satisfactory performance standards.

The Forest Resources Marketing and Assessment Program functions to stimulate economic development through better utilization and marketing of Maine's forest resources.

ORGANIZATION: The Forest Management and Utilization Division has fourteen general fund positions including: Division Director, Forest Management Program Coordinator, Secretary, 11 Forester II and Forester I positions. In addition, there are eleven federally funded positions; Landscape Architect II, 6 Forester I positions, Secretary and 3 Laborer positions.

Besides the state director, three regional supervisors supervise the field staff of a statewide network of foresters and technicians to assist nonindustrial woodland owners.

PROGRAM: During the first 3 quarters of FY 85, foresters provided technical and educational assistance to 1,211 private non-industrial forest owners. Included were recommendations for timber harvest, timber stand improvement, tree planting, insect and disease and forest fire control, pesticide use, Christmas tree management, fuelwood management and conservation laws. Other assistance was given to municipalities, civic organizations, University of Maine, schools, and state and federal agencies. The following accomplishments were obtained: 871 acres timber stand improvement, 1,751 acres reforestation, 71 forest management plans involving 3,194 acres and 199 referrals to private consulting foresters. Overall, accomplishments generally meet the targets established with the Forest Service, USDA.

Technical assistance was provided by district foresters to forest land owners being cost-shared through the federal Agricultural Conservation Program and Forestry Incentives Programs for timber stand improvement work and reforestation. Cost shares to owners during FY 85 included $240,000 for both programs.

The Division also provided technical assistance to many Maine mills, provided marketing advice to Maine landowners, loggers, and mills, assisted the State Development Office and entrepreneurs with Industrial Development, and wood exports, and published the timber cut report, stumpage and mill delivered prices, primary processors list, logger list, Christmas tree producers list, six issues of the primary processor and loggers newsletters, several special marketing bulletins, and several special projects and seminars relating to wood utilization and marketing.

Two million seedlings and wildlife shrubs were sold by the State Forest Nursery. Upgrading of fifteen acres of seed orchards for production of genetically superior seed was begun.

Further progress has been made towards completion of the Maine State Arboretum and limited assistance was provided to communities for urban forestry.

In addition the Forest Marketing and Assessment Program generated vital information to determine more clearly the competitive features of Maine's forest resources in the marketplace. Special emphasis was given to wood supply analysis, transportatio.. systems, the wood harvesting labor force and long-term stumpage price trends. Such research studies were generally on a contract basis.

Based on the wood supply analysis, the program identified the overwhelming need to utilize abundant low-grade forest material. Over 15 major engineering and development organizations were assisted for site evaluation to locate wood-fired electrical generating stations in Maine. Six of these organizations actively sought permits and appropriate financing for construction to total over $150 million in the first quarter of 1985. These six plants have the potential of utilizing 500,000 cords of sawmill residue and low-grade forest growth.

PUBLICATIONS:

Forest Trees of Maine
Factors to Consider When Buying Woodland as an Investment
Boundary Information Sheet
Laws Relating to the Forestlands of Maine
Consulting Forester List
Tree Pruning Information
Cost and Income Treatment on Small Woodlands
Suggested Timber Sale Agreement
Maine Primary Forest Products Manufacturers
Maine's Secondary Wood Industry
Mill-Delivered Price List (twice a year)
Stumpage Price List (twice a year)
Maine Logging Firms
Industrial Financing in Maine, Where to Go
An Analysis of Maine's Wood Labor Force
Analysis and Interpretation of Statistical Tables Derived from the 3rd Forest Survey of Maine
Maine's Forest Products Transportation System
Maine's Forest—A New Horizon

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF FOREST MANAGEMENT AND UTILIZATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	766,657	412,634	3,951	-	190,896	159,176
Health Benefits	36,864	19,563	231		9,760	7,310
Retirement	121,175	67,228	641		29,691	23,615
Other Fringe Benefits	6,518	4,035	68		1,965	450
Computer Services—Comm	6,609	914			5,656	39
Computer Services—State	6,303	5,634			669	
Other Contractual Service	270,610	161,345	10,874		52,429	45,962
Rents	4,898	3,151			1,706	41
Commodities	50,601	6,745	111		5,969	38,776
Grants—Subsidies—Pensions	470	135				335
Equipment	14,708		8,158			6,550
Interest—Debt Retirement	20	8				12
Transfers to Other Funds	8,205		145		3,765	4,295
TOTAL EXPENDITURES	1,293,038	681,392	24,179		300,906	286,561

BUREAU OF FORESTRY
(also known as MAINE FOREST SERVICE)

KENNETH G. STRATTON, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 2 *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: 1891 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058; *Citation:* 12 M.R.S.A., Sect. 8001

Average Count—All Positions: 288 *Legislative Count:* 140

Organizational Units:

Division of Forest Management and Utilization
Division of Forest Fire Protection
Division of Entomology
Division of Spruce Budworm Management

PURPOSE: The Bureau of Forestry also known as Maine Forest Service, was established to ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State. The primary responsibilities of the Bureau are to encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to woodland owners. To produce, distribute and plant forest seedlings to aid in accomplishment of these forest land management practices; to promote improved markets, utilization and manufacture of forest products, to maintain a thriving forest industry; to initiate and maintain up-to-date economic data, including a forest inventory for purposes of identifying current and future forest industry trends; to promote productivity and current use as the basis for forest land taxation; to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of shade trees, shrubs and forest growth by individuals, municipalities and State agencies to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

ORGANIZATION: The Bureau of Forestry originated in 1824 with the appointment of a Land Agent who, in 1891, was also designated Forest Commissioner. The Land Agent title was abolished in 1923 and the Agent's duties were assigned to the Forest Commissioner. In 1965, the Maine Forest Service which had evolved under the Commissioner was statutorily recognized as the Forestry Department. State Government reorganization legislation of 1973 renamed the Department as the Bureau of Forestry within the newly-created Department of Conservation, and designated the Forest Commissioner as Director of the Bureau of Forestry.

The Bureau is divided into 4 functional divisions. They are Forest Fire Protection, Forest Management and Utilization, Entomology, and Spruce Budworm Management. During 1977 it was determined that a functional line organization supervised from the Augusta office, would be more efficient and effective than the decentralized regional organization previously in effect. Under this organization, each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors in the four regional offices.

PROGRAM: The Bureau of Forestry's total program is reflected in the program statements of the various Divisions. In addition, a Planning Unit was fused into the administrative responsibilities of the Director's office. A State Forest Resource Plan was completed. The third decennial survey of Maine's forest resources was completed by the Bureau and the U.S. Forest Service.

Project Learning Tree, an educational program about the forest for grades K-12, was introduced in many Maine's schools.

LICENSES, PERMITS, ETC.:

Permit:

Campfire (Unorganized Territories)
Gypsy Moth Quarantine
Open Burning of Slash and Debris

PUBLICATIONS:

Publications are listed by Division

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Department of Conservation.

MAINE GEOLOGICAL SURVEY

WALTER A. ANDERSON, DIRECTOR

Central Office: AMHI—Ray Building *Telephone:* 289-2801
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: August 28, 1973 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 060; *Citation:* 12 M.R.S.A., Sect. 541
Average Count—All Positions: 15 *Legislative Count:* 9
Organizational Units:

Administration, Mineral & Technical Services
Hydrogeology Division
Bedrock and Surficial Geology Division
Marine Geology Division
Cartography & Publications Division

PURPOSE: The Maine Geological Survey was established to map, interpret and publish geologic (physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies. The Survey is authorized to direct a program of effective geologic inventory, employing professional geologists for mapping purposes; to support an active minerals industry; to publish and sell geologic literature; to provide geologic information for public industry and State agencies; to cooperate with other State and Federal agencies; and to manage the work of the Mapping Advisory Committee.

ORGANIZATION: The Maine Geological Survey was originally established in 1957 as the Division of Geological Survey within the Department of Economic Development (D.E.D.). It was renamed the Division of Science, Technology and Mineral Resources in 1962, and in 1971, it was transferred from the former D.E.D. to the Forestry Department as the latter Department's Division of Geology. Under State Government reorganization legislation of 1973, the Division was again transferred and reestablished within the Department of Conservation as the Bureau of Geology. Four divisions plus an administrative section, currently operate within the Bureau.

PROGRAM: The Maine Geological Survey's principal programs involve physical resource inventories and evaluation as carried out by the following divisions within the Maine Geological Survey.

Bedrock and Surficial Geology Division. This Division deals with the basic geologic mapping and interpretation of: surficial materials such as sand, gravel and clay, and bedrock mapping and interpretation of rock types and rock structures. This basic geologic mapping effort is the foundation for the evalution, appraisal and inventory of specific physical resources, mineral

occurrences, and geologic hazards in the State of Maine. This Division is involved in cooperative and applied programs with the U.S. Geological Survey, the Nuclear Regulatory Commission, and the U.S. Department of Energy.

Hydrogeology Division. This Division inventories ground and surface water conditions, with emphasis on ground water supply and prevention of ground water pollution. Studies are conducted by the Division in cooperation with the U.S. Geological Survey and the Maine Department of Environmental Protection. Water well records are obtained on a voluntary basis from drillers throughout the State. Maps depicting ground water flow, yield and depth have been prepared for sand and gravel aquifers in the inhabited portions of the State. The Division has completed a study of yield and water quality of significant aquifers in York, Cumberland, Androscoggin, Kennebec, Oxford, Sagadahoc, Knox, Lincoln, Waldo, Somerset and Franklin Counties. The mapping is now in progress for Washington and Hancock Counties. The study includes evaluation of land use over aquifers and its effects on ground water quality. A pilot bedrock aquifer mapping program continues. Development of a pilot geographic information system on wetlands is underway.

Cartography and Publications Division. This Division prepares and publishes the results of the Survey's geologic field investigations and research projects. The Division operates a cartographic production facility which includes a drafting section, a photographic darkroom, and a diazo reproduction center. The Division produces maps ranging from single-color diazo prints to multi-color printed geologic quadrangles.

Marine Geology Division. The Marine Geology Division conducts research in the Gulf of Maine and provides technical services to other State agencies involved in the coastal zone. A search for beach nourishment sources, dredge spoils disposal sites and ore minerals is being conducted on the sea floor with funding from the minerals management service. The Division is also conducting sea level rise and subsurface geologic studies along the coast in cooperation with the Nuclear Regulatory Commission and the University of Maine. The Division has provided technical comments to the Department of Environmental Protection on the Sand Dune and Wetlands Acts, and to the Maine Sea Grant and the State Planning Office regarding the merit of research proposals in the coastal zone.

Administration, Mineral, and Technical Services. The Maine Geological Survey and the Bureau of Public Lands have administrative jurisdiction over prospecting and mineral development on those lands owned or held in trust by the State of Maine that are open for mineral exploration. This jurisdiction extends over 400,000 acres of public lands, the littoral bottom to three miles, and all lake bottoms, but not to mineral activities on private or federal lands. In the case of the latter two, permission should be obtained from the landowner or the appropriate management agency.

Procedures for exploration, claiming, and mining state lands are outlined in the "Mining on State Lands Statutes," copies of which may be obtained from the Survey. Exploration permits and claim recording applications, as well as licenses to mine and leases must be obtained from the Survey. Mineral development on state held lands is subject to the appropriate environmental regulations as well. The Survey also maintains an active file of current mineral development activities on state lands.

LICENSES, PERMITS, ETC.:

Mineral Activity on State Land

1. Exploration Permit
2. Claim Recording Certificates
3. Land Use Ruling Permit
4. Licenses to Mine on State Land
5. Mining Leases on State Land
6. Machinery and Explosives for Prospecting

PUBLICATIONS: The Survey publishes technical reports concerning surficial, ground water, bedrock, and marine geology. Numerous recent maps and reports have been prepared for the planner and layman. Several of the Survey's publications are listed below. Please add 5% state sales tax to the purchase price when ordering.

Informational Literature:

Publications List—contains a complete listing of available Survey publications. (free)

Index Map Series—a series of maps which indicate coverage of surficial, bedrock, marine,

ground water, and wetlands map series (free)

Open-File Reports and Maps: a series of preliminary reports and maps available as diazo copies. Contact the Survey for a full listing of open-file information and prices. Several open-file map series are listed below.

Reconnaissance Surficial Geology Maps
Reconnaissance Bedrock Geology Maps
Sand and Gravel Aquifer Maps
Coastal Marine Geologic Environments Maps
Fresh-Water Wetlands Maps

Publications:

Bedrock Geologic Map of Maine, scale 1:500,000, compiled and edited by Philip H. Osberg, Arthur M. Hussey II, and Gary Boone. In Press

Surficial Geologic Map of Maine, scale 1:500,000, compiled and edited by Woodrow B. Thompson and Harold W. Borns, Jr. In Press

Geologic Map of the Portland Quadrangle, Maine, by Arthur M. Hussey II; 1971 Price: $2.85

The Geology of Mount Blue State Park, by Kost A. Pankiwskyj; 1965 Price $.50

The Geology of Sebago Lake State Park, by Arthur L. Bloom; 1959 Price $.75

The Geology of the Two Lights and Crescent Beach State Parks Area, Cape Elizabeth, Maine, by Arthur M. Hussey II; 1982 Price $3.25

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE GEOLOGICAL SURVEY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	332,085	234,278	15,610		82,197	
Health Benefits	14,710	10,556	730		3,424	
Retirement	53,671	38,302	2,437		12,932	
Other Fringe Benefits	1,436	1,032	70		334	
Computer Services—Comm	1,048				1,048	
Other Contractual Service	151,863	77,494	565		73,804	
Rents	7,590	590	30		6,970	
Commodities	13,784	4,853	1,755		7,176	
Grants—Subsidies—Pensions	197,921	136,545	10,000		51,376	
Equipment	9,457		1,433		8,024	
Interest—Debt Retirement	2				2	
Transfers to Other Funds	8,801		1,064		7,737	
TOTAL EXPENDITURES	792,368	503,650	33,694		255,024	

MAINE LAND USE REGULATION COMMISSION

R. ALEC GIFFEN, DIRECTOR

Incoming WATS Line: 1-800-452-8711
Central Office: AMHI—Harlow Building *Telephone:* 289-2631
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: October 1, 1969 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 061; *Citation:* 12 M.R.S.A., Sect. 683
Average Count—All Positions: 17 *Legislative Count:* 17

PURPOSE: The Maine Land Use Regulation Commission was established in 1969 to serve as the planning and zoning board for a reas of Maine which lacked local governments empowered

to exercise local land use controls. It is responsible for promoting the health, safety and general welfare of the people of the State of Maine by planning for the proper use of the resources within its jurisdiction and guiding land use activities to achieve this proper use. The Commission's jurisdiction includes over 10 million acres in the northern and western parts of the State which occur in townships, towns and plantations which have no local land use controls. The primary responsibilities of the Commission are to prepare a comprehensive land use plan for these areas; to determine the boundaries of areas within the unorganized areas of the State that fall into the various land use districts (zoning); to prepare land use standards for each district; and to review applications for development in the unorganized areas of the State.

ORGANIZATION: The Maine Land Use Regulation Commission is a bureau in the Department of Conservation.

PROGRAM: In FY 1985, the Commission continued to refine its zoning; acted upon approximately 1,500 land use proposals requiring either a permit from the Commission or notification; assisted communities wishing to develop their own land use controls and began to develop regulations for hydropower projects under the Maine Waterway Development and Conservation Act which the Commission administers in the unorganized areas of Maine.

The Commission held extensive public hearings on the controversial application for the Big 'A' hydropower development project on the West Branch of the Penobscot River.

The Commission's program has resulted in many benefits to the public. For example, significant natural resources such as deer wintering areas, seabird nesting islands, lakes and streams, ground and surface waters, and high mountain areas have been protected from activities which would adversely affect their special values. By assuring responsible development, problems for home owners which result from poor siting and substandard development have been minimized. By controlling the nature and location of development activities, the Commission has endeavored to minimize the cost of providing public service in the wildlands.

The Commission has also assisted many communities to develop effective local land use controls which protect the public interest.

LICENSES, PERMITS, ETC.:

Permits: (Plantation and Unorganized Townships):
- Building
- Development
- Subdivision
- Road Construction
- Bridge Construction
- Zoning Petitions
- Forestry Operations
- Utility Line Extension
- Hydropower Projects

PUBLICATIONS:

Building in the Wildlands of Maine—9/73	No Charge
Subdividing in the Wildlands of Maine—9/73	No Charge
Comprehensive Land Use Plan for the Unorganized Areas of the State of Maine—1983	No Charge
Statutes Administered by LURC	No Charge
Land Use Districts and Standards	No Charge
Land Use Handbook (Complete Set)	No Charge
Section 1, Your Land	No Charge
Section 2, Maine Land Use Laws	No Charge
Section 3, Maine Land Use Regulation Commission	No Charge
Section 4, How to Apply for a L.U.R.C. Building Permit	No Charge
Section 5, Design Ideas	No Charge
Section 6, Erosion Control on Logging Jobs	No Charge
Section 6, Erosion Control on Logging Jobs (French Version)	No Charge

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LAND USE REGULATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	331,015	331,015				
Health Benefits	18,988	18,988				
Retirement	39,237	39,237				
Other Fringe Benefits	1,334	1,334				
Other Contractual Service	223,033	223,033				
Rents	5,431	5,431				
Commodities	10,244	10,244				
TOTAL EXPENDITURES	629,282	629,282				

BUREAU OF PARKS AND RECREATION

HERBERT HARTMAN, DIRECTOR

Central Office: AMHI—Harlow Building; *Floor:* 1 *Telephone:* 289-3821
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333

Established: April 5, 1935 *Sunset Review Required by:* June 30, 1994

Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 059; *Citation:* 12 M.R.S.A., Sect. 602

Average Count—All Positions: 173 *Legislative Count:* 52

Organizational Units:

Division of Operations and Maintenance
Finance & Community Services Division
Boating Facilities Division
Division of Planning and Research
Snowmobile Division

PURPOSE: The Bureau of Parks and Recreation was established to administer programs to acquire, design, construct, operate and maintain areas for public enjoyment and recreation. The primary responsibilities of the Bureau are to acquire, develop and manage State parks and memorials; to study and report to the Governor the needs for such facilities; to provide information and trails for snowmobiles; to administer a State grant-in-aid fund for municipalities; to preserve, protect, develop and manage the Allagash Wilderness Waterway; to provide and manage public facilities for boats; to mark the waters of the State for hazards or remove same; to administer the Federal Land and Water Conservation Fund; and to manage the Penobscot Corridor.

ORGANIZATION: The Bureau of Parks and Recreation originated in 1935 with the establishment of a State Park Commission consisting of five members, including the Commissioner of Inland Fisheries and Game and the Forest Commissioner, ex officio, and three citizen members appointed by the Governor with the advice and consent of the Council. The Commission was renamed Maine State Park and Recreation Commission in 1963 to meet federal requirements for U.S. Bureau of Outdoor Recreation funds. Administration of the Allagash Wilderness Waterway was assigned to the Commission in 1965. In 1971, the Commission was abolished and its duties assumed by a new Parks and Recreation Department which, in state government reorganization of 1973, became the Bureau of Parks and Recreation in the Department of Conservation. The acquisition and development units were expanded and elevated to a departmental level division of Real Property Management, effective July 1, 1984.

PROGRAM: The Bureau has seven divisions.

Operations & Maintenance. The Operations and Maintenance Division managed 34 park areas, 16 historic sites, the Allagash Wilderness Waterway, the Penobscot River Corridor, the Bigelow Preserve, and 52 public boat ramp facilities. The division also monitored conditions on 45 undeveloped properties, 15 conservation easements, 70 State owned, locally operated parks and/or boat ramps. Flagstaff Lodge was opened for day use visits by cross country skiers and snowmobilers in the winter and in the summer is used by the Appaalachian Trail Club volunteers while working on the Appalachian Trail.

Public use figures for 1984: use of the system decreased from 2,858,325 in 1983 to 2,673,231. Day use increased over 1983 by 104,774 to 2,357,944; historic sites increased from 267,531 to 319,397; overnight camping decreased from 280,676 to 265,714. Use in the Allagash decreased from 56,948 to 49,573 in 1984.

Finance and Community Services. This year, the division supervised acquisition and/or development of 150 active *Land and Water Conservation Fund* projects involving $8,000,000 in federal monies.

Approval was secured for 23 new community sponsored projects and 13 amendments to existing projects, amounting to $1,560,200 in federal funds. In addition, there were two new state projects and five amendments for a total of $317,700.

Four State *Municipal Recreation Fund* grants amounting to $4,098 were awarded to communities, committing all remaining funds for the program.

Design and development technical information was also given to communities not participating in the federal or state grant programs.

Working closely with several state and federal agencies, the division played a major role in the formulation of the "Site Design Guidelines for Public Facilities" booklet and co-hosted a major site design workshop for public facilities.

Maintenance management and facilities rehabilitation are of great concern to communities and schools, so the division provided information in those areas by presentations at seminars, by making slides and video tapes available, and by developing computer programs for turf management.

The "Recreation News" was published three times and distributed to 900 community and school officials, advising of federal grant availability, state programs, and providing technical information.

The staff also worked closely with several state agencies including DECS, BPI, SPO, MDOT, and various branches of the University of Maine to coordinate programs and provide information.

Division of Planning and Research. During FY 1985, the following studies and/or reports were completed: (1) a Special Planning Report in tabloid style on outdoor recreation needs in Maine, (2) a Rivers Access and Easement Plan for all "A" rivers and some "B" rivers in Maine, (3) a Summary of the Rivers Plan with recommendations for Legislative consideration, (4) a one-year analysis of management costs and revenues for State Parks, (5) Carrabasset River Plan by the Androscoggin Valley Council of Governments, and (6) Union River Plan by Hancock County Planning Commission.

On-going efforts include preparation of the 1985-1987 Action Program for outdoor recreation, an analysis of the impact of rafting in Maine, an analysis of 1982 camping users of State Parks, an East Machias River Plan, participation in the State Tourism Study by the State Development Office, and State Park data entry into D.O.C.'s computer system.

Boating Facilities Division. Grants to local communities and other completed new or improved boat access sites at: Bangor, Penobscot River; Norway, Little Pennesseewassee Pond; Madison, Kennebec River; Industry, Clearwater Pond; Gouldsboro, Jones Pond; Gardiner, Kennebec River; Belfast, Belfast Bay; Greenbush, Penobscot River; Tremont, Seal Cove; Waldoboro, Medomak River; Calais, St. Croix River; T16 R5, Cross Lake; Sidney, Kennebec River; T1 R9, Millinocket Lake; TA 8 & 9, Cedar Lake; Milbridge, Narraguagus River.

State development completed new or improved boat access sites at: Liberty, Lake St. George; T2 R10, W.B. Penobscot River.

Snowmobile Division. The Division worked closely with the 264 active snowmobile clubs, providing them with assistance in program and membership development. Assistance was also provided, both technical and financial, to clubs and interested municipalities with trail planning, development and winter grooming. The Division continued its close working relationship with the Maine Snowmobile Association in a variety of snowmobile related activities.

During the past fiscal year, the Division processed 179 club grant applications, approving

178; approved 56 municipal projects which involved 75 municipal and or county governments and several unorganized townships; and awarded a grant to one individual to maintain approximately 27 miles of regionally significant trail in a relatively remote section of Northern Maine. The total trail mileage included in all the snowmobile grant projects was 7,874, a slight increase over that during the 1983-84 season. The increase in trail mileage is expected to remain slight in future years as the emphasis continues to be on improving the quality of the trails that exist. The total expenditure under the club and municipal grants during the 1984-85 season was $312,979.09.

With a few exceptions the ITS (Interconnecting Trail System) was complete and operational. Those exceptions were where timber harvesting was taking place and an alternative route not available.

The Maine Snowmobile Association Trail Committee has played an important role in the establishment of this trail system and will continue to do so as the Division monitors and improves.

During the past year, the Division expanded its informational materials by publishing additional brochures on snowmobile related topics and revised the map of the ITS and the State administered areas published earlier.

PUBLICATIONS:

1. Outdoors in Maine—free
2. The Allagash Wilderness Waterway—free
3. Rules & Regulations for State Parks and Memorials—free
4. Rules & Regulations for the Allagash Waterway—free
5. The Forts of Maine—available at Forts and State Museum—$1.90 plus tax ($2.50 if mailed)
6. Survey of 1982 State Park Day Use Visitor Characteristics—free
7. Maine Public Facilities for Boats Program—free

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PARKS AND RECREATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,503,622	2,198,228	305,394			
Health Benefits	108,275	91,374	16,901			
Retirement	374,190	326,567	47,623			
Other Fringe Benefits	15,645	14,079	1,566			
Computer Services—State	28	28				
Other Contractual Service	318,103	229,458	74,157		14,488	
Rents	7,315	1,729	5,586			
Commodities	115,501	86,654	28,705		142	
Grants- Subsidies—Pensions	657,485	40,535	610,746		6,204	
Purchases of Land	221	221				
Buildings and Improvement	728		728			
Equipment	174,647	24,529	129,118		21,000	
Interest—Debt Retirement	37	37				
Transfers to Other Funds	20,543		20,181		362	
TOTAL EXPENDITURES	4,296,340	3,013,439	1,240,705		42,196	

DIVISION OF PLANNING AND PROGRAM SERVICES

MARK SULLIVAN, Deputy Commissioner

Central Office: AMHI Harlow Bldg., Augusta *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: October 24, 1977 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056P; *Citation:* 12 M.R.S.A., Sect. 5012

PURPOSE: The Division of Planning and Program Services is responsible for the Information and Education function, Keep Maine Scenic, program review and evaluation, legislation, policy development, long-range departmental planning, and the Maine Conservation Corps.

ORGANIZATION: Legislation passed during the 112th Legislature (effective July 1, 1984) renamed the Director of the Division now Deputy Commissioner.

PROGRAM: The Division has four sections. They are: Public Information & Education, Legislation, Planning, and the Maine Conservation Corps. (The Maine Conservation Corps appears as a separate section of this report.) The Division as a whole provides program staff support to the Commissioner and has responsibility for the programs and policies of the Department as a whole.

The objectives of the Public Information & Education Section are to create and maintain understanding by the public of Department of Conservation programs, to foster public interest in the importance of wise natural resource management, and to promote intra-Departmental understanding and cooperation. The Section prepares and distributes news releases and feature stories and arranges interviews of Department personnel with print and broadcast media. In addition, the Section coordinates special projects such as participation in shows and exhibits and represents the Department on statewide committees involving education and tourist promotion. As a service to other programs in the Department, the Information & Education Section distributes news clippings twice a week, distributes audio-visual materials and equipment, reviews reports and publications, prepares and distributes a Departmental newsletter. The Section prepares and revises informational folders and maintains a photo file.

The Legislative Section is responsible for coordinating the Department's legislative program with the Legislature and with the Governor's Office. The Section assists in the development and preparation of legislation, the presentation of legislation to interested groups, as well as the Legislature, coordinates communication from the Legislature to the Department and its various bureaus, evaluates legislation which is presented by those outside the Department, advises the Governor's Office on the merits of legislation presented to him for his signature.

The Planning Section coordinates the development and review of Department policy papers, coordinates the work of various bureaus on matters of inter-bureau concern, and assists various bureaus on matters of Departmentwide concern. During the past fiscal year these matters have included an approach for addressing the projected spruce-fir supply short-fall, the forest campsite program, and issues surrounding the question of wood energy, particularly with regard to the adequacy of supply, and preparation of a Departmental response to hydropower applications.

The Division also responds to requests from other Departments and the Governor's Office for information concerning Departmental programs, affirmative action, federal grant applications, and natural resources' issues of inter-Departmental concern.

PUBLICATIONS:

Each of the following publications are available "free of charge" from the Department of Conservation.

1. Outdoors in Maine
2. Maine Forest Facts
3. Buying Woodland as an Investment
4. Maine's Public Boating Facilities Program
5. The Bureau of Public Lands: Seeking Improved Growth in a Diversified Forest
6. The Challenge of Abundance: Forest Marketing and Assessment Program

7. Maine's Public Reserved Lands: Recreational Opportunities in the Heart of the Northwoods
8. Weeding Young Forest Stands
9. Cost and Income Treatment on Small Woodlots
10. Boundary Information

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Department of Conservation.

BUREAU OF PUBLIC LANDS

ROBERT H. GARDINER, DIRECTOR

Central Office: AMHI—Harlow Building, Augusta *Telephone:* 289-3061
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: October, 1973 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 063; *Citation:* 12 M.R.S.A., Sect. 551
Average Count—All Positions: 35 *Legislative Count:* 0
Organizational Units:
Operations Planning Financial Management

PURPOSE: The Bureau of Public Lands, a dedicated revenue agency, is responsible for the management and administration of Maine's Public Reserved Lands, Submerged Lands, the Coastal Island Registry and other public lands as provided by law. It was created in 1973 by the 106th Legislature.

ORGANIZATION: The Bureau of Public Lands is divided into three administrative divisions (Business Management, Planning and Operations) and four Regional Offices. The Business Management Division, in addition to overseeing business and financial matters, is responsible for the Submerged Lands Program and management of coastal islands under the Bureau's jurisdiction. The Planning Division is responsible for formulation policy and land use plans, land acquisition and communications. The Operations Division and the four field offices are concerned primarily with the administration of resource programs on the Public Reserved Lands. Field offices are located in Augusta (Southern Region), Farmington (Western Region), Presque Isle (Northern Region) and Old Town (Eastern Region).

PROGRAM: The following material deals with (1) Public Reserved Lands, (2) Submerged Lands, (3) Coastal Islands and (4) Institutional Lands.

1. THE PUBLIC RESERVED LANDS.

Historical Perspective. The primary workload of the Bureau is associated with the management of the Public Reserved Lands—a task which was initiated to expand the management program on this landbase, making it more available for public use and enjoyment and recapturing outstanding timber and grass rights which were sold to various private interests during the latter half of the 19th Century.

This landbase remains from the original sale of the public domain (1786-1878), when the Massachusetts General Court (and later the Maine Legislature) reserved land for public purposes from the sale of each township. In 1973, about 400,000 acres of this reserved land remained. It was scattered throughout the Unorganized Territory in parcels of roughly 1,000 acres or less—and all but about 75,000 acres of it had been placed beyond public access through the earlier sale of timber and grass rights.

Development of the Landbase. Through a combination of litigation and land trades with surrounding private landowners, the State has succeeded in recapturing exclusive title to the entire 400,000 acres and has expanded the system by an additional 50,000 acres. About 300,000 acres are now consolidated into 20 management units ranging in size from 3,000 to 30,000 acres.

The Management Program. The Bureau administers these lands under the principles of multiple use-sustained yield management, which means that all resource values are considered in the development of management plans and that the production of goods and services is undertaken in such a manner as to ensure the long term productivity of the landbase. The primary elements of this program include: commercial forestry, wildlife management, opportunities for dispersed/primitive recreation, maintenance of soil and water quality, preservation of aesthetic values and protection of species and habitat (including plant communities) identified by the State Critical Areas Program. Although the program is described as "multiple use", it is more properly applied as "dominant use"—which acknowledges that some portions of the landbase are more suited for a particular type of management than others. Thus, a remote area of the forest may be managed principally for commercial forestry (the dominant use) with supporting consideration for wildlife; and a shoreland zone along a river, although designated for wildlife management, will also be incorporated within the Bureau's recreational program. In situations where a dominant use is particularly sensitive—critical areas, for example—secondary uses may be constrained entirely.

Resources. The following material is designed to reflect a summary of the Bureau's resource programs.

(1) Timber Management. Timber management is the chief manipulative tool available to foresters for the management of the forest environment whether for commercial purposes (revenue production), recreation site development, road construction or wildlife habitat improvement. It is estimated that the commercial forest within the Public Reserved Lands System (land capable of producing 20 cubic feet of wood per acre per year—and available for harvest) extends over 290,000 acres. On an annual basis, the Bureau removes between 80,000 and 100,000 cords of timber (all products), supporting an annual budget of about $1.4 million. This revenue is deposited within a Public Reserved Lands Management Fund and used by the Bureau to cover program and operating costs.

(2) Recreation. The consolidated management units within the Public Reserved Lands System embrace some of the most picturesque areas of the Maine landscape, including both alpine and water resources ideally suited for recreational use. Among the more notable areas are the Mahoosuc and Bigelow Mountain ranges of Western Maine, both of which include portions of the Appalachian Trail; the Deboullie-Red River country of northern Aroostook County; and portions of the eastern lake country in Washington and Hancock Counties. Printed recreational materials are available from the Bureau for people interested in visiting these areas. The Bureau's management program in these areas is geared to dispersed, primitive recreation, emphasizing the quality of the "backcountry" experience in isolated locations, as opposed to high-density development normally associated with Parks. An additional part of the Bureau's recreation program is devoted to camplot leases — some 420 of which exist on the Public Reserved Lands, as a result of policies in effect years ago. Although the Bureau will take no action to jeopardize existing leaseholders, it will not issue any new leases.

(3) Wildlife. The Bureau's wildlife program—which is an integral part of the timber program—stresses diversity of (timber) species and age-classes to provide the broadest spectrum of habitat opportunities for all indigenous wildlife populations. Of particular significance, the Bureau has incorporated into its general management program the identification and management of "riparian zones"—a five-chain strip along all water resources and wetlands in which wildlife resources are managed as the "dominant" of the several multiple uses.

(4) Soil/Water Management. All management activities are designed, in accordance with standards of the Land Use Regulation Commission, to either maintain or improve existing soil and water quality.

(5) Visual Resources. Along waterways, through travel influence zones (major roads) and in sensitive mountain areas exposed to public view, timber harvesting is modified to retain as much of the natural character of the landscape as possible.

(6) Critical Areas. Working with the State Planning Office the Bureau has surveyed about 100,000 acres of the Public Reserved Lands System, seeking both areas and species of special significance, which should be excluded from the normal management program and set aside for protection.

(7) Other Uses. At the discretion of the Director, as prescribed in the Statutes, the Public Reserved Lands may also be made available for the construction of public roads, power lines, mining, mill and water rights and a number of other activities which serve the general public interest.

2. SUBMERGED LANDS.

The people of the State of Maine have a proprietary interest in the several thousand miles of submerged lands which underly Maine's coastal waters, as well as to the bottoms of all Great Ponds (10 acres or larger), which comprise inland waters. The Bureau of Public Lands is responsible for administering the use of this landbase, ensuring that the "people" have access to the State's waters and that they are properly compensated in those situations where such land is devoted to the private and exclusive use of individuals and organizations for commercial purposes. A policy governing the use and administration of these lands is currently under development.

3. COASTAL ISLANDS.

The Coastal Island Registry, created by the Legislature in 1973, resides within the Bureau of Public Lands. The purpose of the registry is to examine and clarify titles to Maine's Coastal Islands—principally, to identify islands which are properly in public ownership and to remove any question which may exist with respect to potential public interest in purportedly private islands. In the course of its work, the Registry has examined the titles of roughly 1,500 privately claimed islands, identifying incurable defects in an estimated 150 and incorporating into public administration some 1,300 islands for which no private claim or title has been advanced. Succeeding phases of this program will involve (1) publication of lists of both public and private islands, (2) entry of these lists into the appropriate registries of deeds and (3) identification and preparation of management plans for those islands suitable for public use. Of the 1,300 islands for which no private claim was discovered, about 300 have been leased or transferred to other agencies of State government, conservation organizations and municipalities—in order to ensure that they are managed in a fashion most consistent with their character and resources.

4. INSTITUTIONAL LANDS.

The Bureau manages a number of tracts which have been declared as "surplus" to other agency programs. These are chiefly former institution lands, such as those which once supported the agricultural enterprise of the Augusta Mental Health Institute. Although these lands are now managed for a variety of uses (agriculture, recreation, etc.), their primary purpose is to be available to cover the future administrative needs of State government.

LICENSES, PERMITS, ETC.:

Permits:

- Timber Stumpage
- Gravel
- Submerged Lands
- Right of Way
- Agricultural
- Public Land (includes a variety of possible uses)

PUBLICATIONS:

"Recreational Opportunities in the Heart of the Northwoods"

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC LANDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	531,382		527,732		3,650	
Health Benefits	27,941		27,941			
Retirement	78,160		78,160			
Other Fringe Benefits	3,937		3,937			
Computer Services—Comm.	648		648			
Computer Services—State	1,764		1,764			
Other Contractual Service	244,555		243,134		1,421	
Rents	9,022		9,022			
Commodities	37,024		37,024			
Grants—Subsidies—Pensions	12,964		12,964			
Purchases of Land	57,840		57,840			
Buildings and Improvement	9,300		9,300			
Equipment	124,017		124,017			
Interest—Debt Retirement	9		9			
Transfers to Other Funds	28,381		28,338		43	
TOTAL EXPENDITURES	1,166,944		1,161,830		5,114	

DIVISION OF REAL PROPERTY MANAGEMENT

FRED M. BARTLETT, DIRECTOR

Central Office: AMHI—Harlow Bldg., Augusta *Telephone:* 289-3821
Mail Address: Statehouse Sta. #22, Augusta, Maine
Established: June 30, 1984 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 056R; *Citation:* 12 M.R.S.A., Sect. 5012
Average Count—All Positions: 10 *Legislative Count:* 10

PURPOSE: The Division of Real Property Management is responsible for providing technical services to all Bureaus within the Department on all matters relating to engineering and realty.

ORGANIZATION: The former Acquisition and Development unit of the Bureau of Parks and Recreation was expanded and elevated to the Department level Division of Real Property Management by PL 1984, Chap. 824, Part A, effective July 1, 1984. This Division has two functional units: 1. Engineering and 2. Realty. The Engineering Section is staffed with professional engineers, a landscape architect, and building technicians. The Realty Section is staffed with an appraiser and a land surveyor.

PROGRAM: The Division designed and engineered some $500,000 in repairs and minor capital improvements. Preliminary designs and cost estimates were prepared for the state park developments contained in a proposed $3.5 million bond issue. Data on the Bureau of Parks and Recreation real property and improvements were codified for entry onto the computer as the initial step in computerizing all D.O.C. property records. A Departmental policy on the Acquisition and Disposal of Real Property was adopted as a formal guide to all property purchases and sales. Appraisals were secured on two parcels of land for purchase and several parcels for sale. The Division negotiated the sale of the former D.O.C. hangar to the City of Presque Isle. The Division worked with the Bureau of Public Improvements on the Department's budget request for the next biennium for repairs and capital improvements.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF REAL PROPERTY MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	181,866	181,866				
Health Benefits	9,309	9,309				
Retirement	29,135	29,135				
Other Fringe Benefits	818	818				
Other Contractual Service	8,911	8,911				
Commodities	1,666	1,666				
Equipment	9,948	9,948				
TOTAL EXPENDITURES	241,653	241,653				

KEEP MAINE SCENIC COMMITTEE

ELIZABETH WARNER, PART-TIME COORDINATOR

Central Office: AMHI-Harlow Building; *Floor:* 3 *Telephone:* 289-2211
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 066; *Citation:* 12 M.R.S.A., Sect. 633
Average Count—All Positions: ½ *Legislative Count:* 0

PURPOSE: The Department of Conservation has been directed to conduct a continuing program of education, promotion, research and enforcement in order to protect Maine's natural beauty. Recognizing that both the general welfare of Maine's citizens and much of the State's economy depends upon the State's scenic resources, the Keep Maine Scenic Committee has focused on the visual problems of litter, junk cars, community improvement, outdoor advertising, and vandalism.

In conducting the program, the Department has made full use of voluntary services and contributions from clubs, organizations and associations, individuals, muncipalities, business and industry, and other State agencies. The Keep Maine Scenic Committee advises and consults with the Department in the administration of the Program.

ORGANIZATION: The 110th Legislature eliminated all General Funding of the Keep Maine Scenic Committee. The only source of funding is litter fines. A part-time coordinator conducts the day-to-day operations of the program. The 11 volunteer committee members are appointed by the Commissioner of Conservation for three-year terms.

PROGRAM: The Keep Maine Scenic Committee's program has two main focuses:

Education. The Keep Maine Scenic Committee distributed free of charge litter bags and teaching kits on litter, solid waste, and the use of resources in Maine to individuals, schools, and organizations. Numerous requests for information on litter, community improvement projects, and the "Bottle Bill" were filled. The Committee's Community Beautification Matching Grant Program to assist municipalities throughout the State of Maine in completion of environmental and beautification programs, and to encourage greater citizen involvement in this area was, due to insufficient funding, placed on hold for 1985. However, it is the Committee's hope that this Grant Program will be reinstated in 1986. At that time, all organized cities, towns, and plantations are eligible to apply. All grants are matched by the municipalities and any unexpended balance retained by the Committee.

Promotion. The Keep Maine Scenic Committee administered the annual Sears/Keep Maine Scenic Award Program, which honors that Maine community which, in the judgement of the Committee, has best utilized its financial resources and local talent to improve a significant

feature of its environment. Auto litter bags and Teachers Kits on Litter and Waste were widely disseminated through State and private organizations, and area schools. News releases were prepared and distributed to newspapers and radio stations around the State of Maine.

PUBLICATIONS:
Litter Bags
Classroom Kit on Litter and Waste

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KEEP MAINE SCENIC COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	1,024		1,024			
Commodities	20		20			
Transfers to Other Funds	435		435			
TOTAL EXPENDITURES	1,479		1,479			

DIVISION OF SPRUCE BUDWORM MANAGEMENT

THOMAS RUMPF, Forest Insect Manager
ANCYL THURSTON, Supervisor of Forestry Operations

Central Office: AMHI-Harlow Bldg., Augusta *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1976 *Sunset Review Required by:* June 30, 1994
Reference: Policy Area: 05; *Umbrella:* 04; *Unit:* 058B; *Citation:* 12 M.R.S.A., Sect. 8401
Average Count—All Positions: 25 *Legislative Count:* 0

PURPOSE: The major goal of the Spruce Budworm Management Division is to minimize the short-term and long-term impacts of the spruce budworm on the State's forest resource. Objectives include (1) protection of present and future spruce and fir wood supply, (2) development of a protection program that is cost-effective, biologically sound, and responsive to environmental and human health concerns, (3) reduction in reliance on chemical insecticides, (4) expansion of integrated pest management practices, (5) implementation of equitable protection program financing, (6) voluntary participation in the spray program, and (7) provision for regulatory review. (MRSA) Title 12, Sub-chapter IV-A, Section 8421-8430).

ORGANIZATION: This Division was originally established in 1976.

In 1980, the Legislature revised the purpose and direction of the Division through adoption of the Spruce Budworm Management Act. The major provisions of the Act were (1) creation of a voluntary Spruce-Fir Forest Protection District; (2) creation of a two tiered excise tax to support the program, including a spray tax on all lands sprayed in a given year, and a shared tax on all acres within the Protection District; (3) creation of a Settlement Corridor along all publicly maintained roads within the District, within which local communities have the authority to restrict the state spray program; (4) a General Fund contribution to support research into improved methods for budworm control; (5) establishment of a Human Health Monitoring Program; and (6) authorization of a wood supply/demand analysis.

In June of 1983 the Maine Spruce-Fir Wood Supply/Demand Analysis was completed. The analysis projected that without a significantly increased investment in intensive forest management and improved wood utilization, as well as continued protection, a serious short-fall in spruce and fir timber supply will occur by the second decade of the 21st century.

PROGRAM: The major activity for the 1985 fiscal year was the conduct of the 1985 suppression project. This project treated 394,000 acres with chemical and biological insecticides at a cost of $3,400,000. The area treated with biological insecticides was increased to 82% of the total project area in 1985. A long term environmental monitoring project continued in 1985 with the sampling of permanent plots throughout the Spruce Fir Forest Protection District. A Human Health Monitoring program was carried out by the Bureau of Health.

Research projects were conducted on a variety of subjects including: (1) evaluation of the effectiveness of silvicultural treatments in reducing budworm damage; (2) developing a new method to evaluate red spruce vigor; (3) monitoring the health and vigor of declining spruce budworm populations; (4) development of survey techniques for spruce coneworm and evaluation of insecticide efficacy in controlling coneworm damage; (5) development of a remote sensing technique for assessing regeneration in harvested stands; and (6) assessment of the genetic inheritability of resistance to budworm damage in certain balsam fir and red spruce trees.

PUBLICATIONS:

Spruce-Fir Wood Supply/Demand Analysis. Final Report, June 1983, 94 pp+.

A Critique and Commentary on the 1983 Supply/Demand Analysis for the Spruce-Fir Forest of Maine, 56 pp.

Creating a New Forest—A Discussion Paper Based on the Maine Spruce-Fir Supply/Demand Analysis, 21 pp.

Spruce Budworm in Maine: History, Biology, Management, 4 pp.

Spruce Budworm Policy in Maine: Tradition, Conflict, and Adaptation, 4 pp.

Programmatic Environmental Impact Statement for Maine Spruce Budworm Management Program, 1981-1985, 79 pp+.

1983 Spruce Budworm Environmental Assessment, 46 pp+.

Spruce Budworm in Maine: Biological Conditions and Expected Infestation Conditions—reports for 1980/81, 81/82, 82/83, 83/84, and 84/85.

Spruce Budworm in Maine: Operational Reports—1976, 77, 78, 79, 80, 81, 82, 83, and 84.

Environmental Monitoring of Spruce Budworm Control Project, Maine—1980, 81, 82, 83, and 84.

Fate of Carbaryl in Maine's Spruce-Fir Forest, 50 pp.

Resurvey of Spruce Budworm Damage in the Moosehorn National Wildlife Refuge, 1981.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF SPRUCE BUDWORM MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	750,430	12,650	737,780			
Health Benefits	35,508		35,508			
Retirement	114,037		114,037			
Other Fringe Benefits	4,511		4,511			
Computer Services—Comm.	22,765		22,765			
Computer Services—State	52	22	30			
Other Contractual Service	2,671,971	94,006	2,577,940		25	
Rents	163,086		163,086			
Commodities	39,364	6	39,358			
Grants—Subsidies—Pensions	954		954			
Buildings and Improvement	1,067		1,067			
Equipment	3,490		3,490			
Interest—Debt Retirement	577,887		577,887			
Transfers to Other Funds	343,130		343,130			
TOTAL EXPENDITURES	4,728,252	106,684	4,621,543		25	

COUNCIL OF ADVISORS ON CONSUMER CREDIT

NEIL SHANKMAN, CHAIRMAN

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:* 289-3731
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 435; *Citation:* 9A M.R.S.A., Sect. 6.301

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The council advises and consults with the administrator of the Bureau of Consumer Credit Protection concerning the exercise of his powers under the law and may make recommendations to him. Members of the council may assist the administrator in obtaining compliance with the law.

ORGANIZATION: The Council of Advisors on Consumer Credit consists of 12 members, who are appointed by the Governor. One of the advisors shall be designated by the Governor as chairman. In appointing members of the council, the Governor must seek to achieve a fair representation from the various segments of the consumer credit industry and the public. The term of office of each member of the council is 4 years. A member chosen to fill a vacancy arising otherwise than by expiration of term is appointed for the unexpired term of the member whom he is to succeed. A member of the council is eligible for reappointment.

Members of the council serve without compensation but are entitled to reimbursement of expenses incurred in the performance of their duties.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Consumer Credit Protection.

MAINE CORRECTIONAL ADVISORY COMMISSION

CHARLES SHARPE, CHAIRMAN
KIMBERLY ELLIS, Contact

Central Office: State Office Bldg., Augusta *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333
Established: 1975 *Sunset Review:* Not Established
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 047; *Citation:* 34A M.R.S.A., Sect. 1204
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major duties of the Maine Correctional Advisory Commission are to act in an advisory capacity to the Commissioner, Department of Corrections, in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of the State of Maine. To this end, the commission regularly advises the executive, legislative and judicial branches of government concerning correctional policy and issues a report containing the results of its studies to the Legislature, the Governor and the Commissioner on December 31st of each year. The commission meets as often as necessary at the discretion of its chairman, and adopts its own rules of procedure to carry out its duties.

ORGANIZATION: The Maine Correctional Advisory Commission is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 10 representative citizens, appointed by the Governor, including at least one full-time nonadministrative employee from the correctional system and at least one former inmate of the correctional system. The Governor designates the chairman. Four appointments are made for terms of three years, three for two years and three for one year. Each member of the commission may receive a per diem expense allowance equal to that received by Legislators during a special session and may receive additionally his actual and necessary expenses incurred in the performance of duties pertaining to his office. In addition, the commission is authorized to receive public and private grants to aid in defraying the costs of its operation.

PROGRAM: Throughout the calendar year, the commission studies the policies and programs of the Department of Corrections and issues a report to the Governor, Legislature and Commissioner of Corrections as required by statute.

This Commission assisted the Department of Corrections in publicizing the Correctional needs of the State of Maine through the bond issue referendum.

Three members of this Commission have been designated by the Governor to serve on the Governor's commission established to examine problems in the criminal justice system.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $1,528 in FY 85 and are, by administrative decision, included with those of the Department of Corrections.

DEPARTMENT OF CORRECTIONS

DONALD L. ALLEN, COMMISSIONER

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1981 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 201; *Citation:* 34A M.R.S.A., Sect. 1202

Average Count—All Positions: 862 *Legislative Count:* 928.5

Organizational Units:

Division of Probation and Parole
Maine State Prison
Juvenile Justice Advisory Group
Office of Advocacy
Maine Correctional Center
Maine Youth Center
Charleston Correctional Facility
Downeast Correctional Facility

PURPOSE: The Department of Corrections was established to control all of the state's correctional facilities, provide for the safety of guards and committed offenders, undertake appropriate programming for the classification, education and rehabilitation, and maintenance of committed offenders and to assure an effective system for the supervision of parolees and probationers.

The Department is responsible for the direction and general administrative supervision of the Maine State Prison, the Maine Correctional Center, the Charleston Correctional Facility, the Maine Youth Center, the Downeast Correctional Facility and the Division of Probation and Parole.

The Department is authorized to adopt and implement rehabilitative programs, including work-release, within penal and correctional institutions; to establish regulations for and permit institutions under its control to grant an inmate or prisoner furlough from the institution in which he is confined; to establish halfway house programs which provide an environment of community living and control, pursuant to rules and regulations adopted by the Department of Corrections. The Department is authorized to expend correctional institution appropriations on persons within that portion of its sentenced or committed populations participating in halfway house, pre-release, vocational training, educational, drug treatment or other correctional programs being administered physically apart from the institutions to which such persons were originally sentenced or committed, for the purpose of defraying the direct and related costs of such persons participation in such programs. The Department of Corrections may provide or assist in the provision of correctional services throughout the State as authorized by Maine law and the Department is responsible for setting standards and inspection of municipal and county jails.

ORGANIZATION: The Department of Corrections was created by the Legislature in 1981 to improve the administration of correctional facilities, programs and services for committed offenders.

PROGRAM: The program activities of the Department are discussed in the individual reports of its program components on the following pages except for the following:

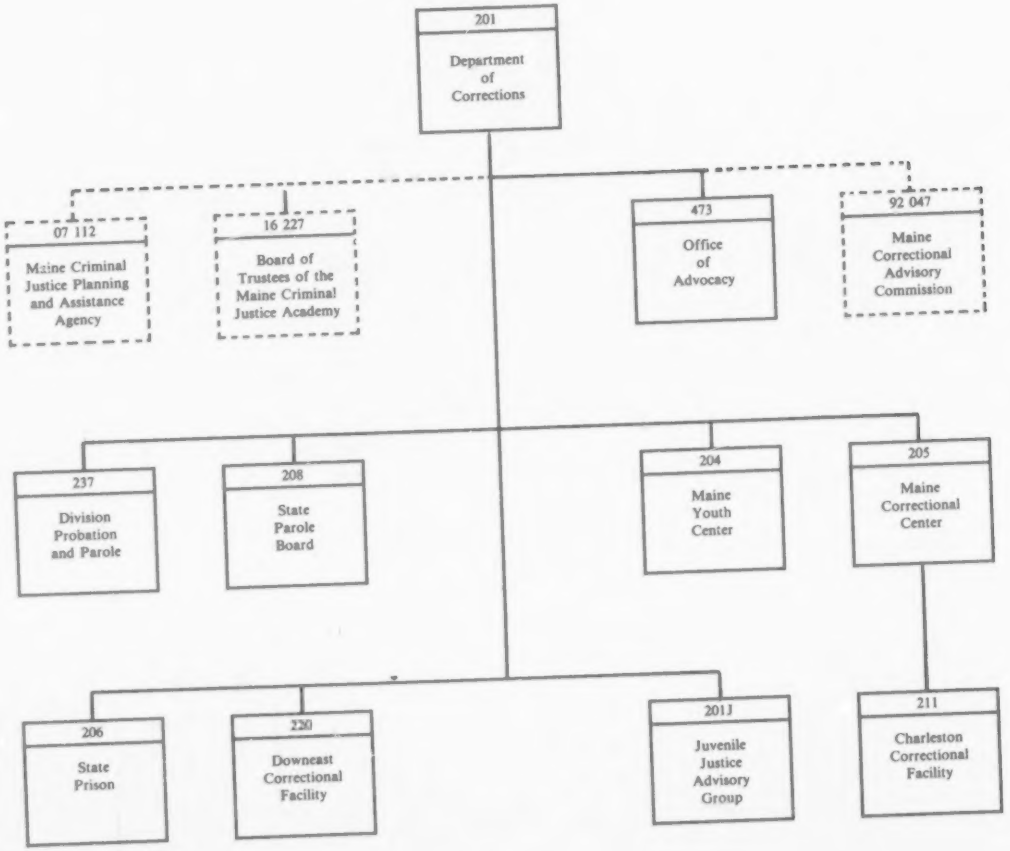
Community Corrections. The Department of Corrections has been successful in its efforts to continue adult halfway houses to accommodate work releases from the State institutions and county jails.

A State-wide Correctional Improvement Program was enacted into law in 1975 to enable the development, expansion and improvement of correctional programs throughout the State and to encourage participation in such programs by persons, unincorporated associations, charitable nonstock corporations, local and county governmental units and State agencies.

The 108th Legislature merged this program with the Community Correctional Services program which in the past was used mostly for the purchase of services for youthful offenders.

The program is also funded for mental health services to correctional clients including those having drug and alcohol problems. Another program, in conjunction with our adult institutions develops jobs for inmates who are to be released within a short period of time.

ORGANIZATIONAL CHART
DEPARTMENT OF CORRECTIONS
UMB 03



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF CORRECTIONS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	17,067,038	16,672,607	70,606		323,825	
Health Benefits	1,041,957	1,017,978	5,191		18,788	
Retirement	3,412,967	3,352,411	11,057		49,499	
Other Fringe Benefits	90,971	89,203	389		1,379	
Computer Services—Comm.	225	225				
Computer Services—State	12,445	12,364			81	
Other Contractual Service	4,191,299	3,848,200	115,301		112,270	115,528
Rents	128,258	127,800			125	333
Commodities	2,816,165	2,733,645	3,285		14,381	64,854
Grants—Subsidies—Pensions	1,387,083	1,238,080	57,672		91,331	
Buildings and Improvement	553,905	553,905				
Equipment	291,345	280,229	4,537		6,404	175
Interest—Debt Retirement	148	148				
Transfers to Other Funds	391,904	10,914	1,828		115,959	263,203
TOTAL EXPENDITURES	31,385,710	29,937,709	269,866		734,042	444,093

Correctional Training Program. The 108th session passed into law mandatory training for all correctional officers working in municipal, county and state correctional facilities. The Department coordinated the development of the curriculum for this training with the cooperation of the county sheriffs and municipal jail staff to be conducted by the Maine Criminal Justice Academy.

Jail Inspections. The Department continues to set standards and inspect all county and municipal jails and detention centers.

PUBLICATIONS:

Evaluation and Plan, Maine Juvenile Code, January 1982

A report by the Department of Mental Health and Corrections stating the existing conditions of juvenile services and needs in the State of Maine and the immediate steps the Department is taking to develop programs and services which are needed by the youth of the state.—Free

Adult Correctional Plan—1978

The plan states existing conditions dealing with adult correctional offenders in the State of Maine and designates their needs as they pertain to all aspects of correctional programming. The plan specifies the immediate steps that the Department is taking to better meet the needs of the offenders in the State of Maine.—Free

County and Municipal Jail Standards—1981

The Standards were compiled by the Department of Corrections with input from the Maine Chief's of Police Association, numerous sheriff's departments and other agencies.—Free

County Jail Inspection Reports—1981

The Jail Report is done in compliance with Title 34, M.R.S.A. 1964 and amended by P.L. 1967 C248, P.L. 1969, C258 and regulations set forth relating to "Standards for County Jails" and status conditions found in county jails.—Free

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF CORRECTIONS (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	505,019	378,585	70,606		55,828	
Health Benefits	24,530	15,725	5,191		3,614	
Retirement	83,068	63,207	11,057		8,804	
Other Fringe Benefits	2,389	1,741	389		259	
Computer Services—Comm.	225	225				
Computer Services—State	2,720	2,639			81	
Other Contractual Service	1,601,959	1,390,249	114,400		97,310	
Rents	5,965	5,840			125	
Commodities	741,096	738,840	1,390		866	
Grants—Subsidies—Pensions	910,302	780,005	55,872		74,425	
Buildings and Improvement	242,475	242,475				
Equipment	21,699	20,900	799			
Interest—Debt Retirement	10	10				
Transfers to Other Funds	126,066	10,914	1,799		113,353	
TOTAL EXPENDITURES	4,267,523	3,651,355	261,503		354,665	

OFFICE OF ADVOCACY

EARL C. MERCER, CHIEF ADVOCATE

Central Office: Room 400, State Office Building, Augusta *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333
Established: January 15, 1984 *Sunset Review:* Not Established
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 473; *Citation:* 34A M.R.S.A., Sect. 1203
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Office of Advocacy is established within the Department of Corrections to investigate the claims and grievances of committed offenders, informally adjusted juveniles and contract clients, and to advocate for compliance by the Department, any correctional facility, or any contract agency with all laws, administrative rules, and institutional and other policies relating to the rights and dignity of committed offenders, informally adjusted juveniles, and contract clients.

ORGANIZATION: The Office of Advocacy of the Department of Corrections was created with the formation of the Department of Corrections as a separate department in 1981. Prior to that time, advocacy services had been provided to correctional clients through the Office of Advocacy of the Department of Mental Health and Corrections. The Department of Corrections now has a full-time Chief Advocate located at the Central Office, a full-time Advocate at the State Prison in Thomaston and a full-time Advocate who provides services at the Maine Youth Center and the Maine Correctional Center. Advocacy services at the other institutions are handled by the Chief Advocate and by other institutional counseling staff in cooperation with the Chief Advocate.

PROGRAM: The Office of Advocacy routinely handles complaints and requests of inmates at all institutions operated by the Department of Corrections. The office is also frequently contacted by family members of inmates and clients, and by persons from other public and private agencies.

During the past year, advocacy services at the Maine Correctional Center and at the Maine Youth Center have been made more available by the addition of a full-time staff person. The use of selected volunteers is also being explored as a way to increase advocacy services for juveniles and for staff training in the area of civil rights issues.

Civil legal services are provided to correctional clients through a contract agreement with an outside law firm, which handles civil legal problems at no cost for clients of the Department of Corrections who have been referred by the Office of Advocacy. This contract also provides for legal services and post conviction review for Maine inmates who are being held in institutions outside the State of Maine.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

CHARLESTON CORRECTIONAL FACILITY

JEFFREY D. MERRILL, DIRECTOR

Central Office: Charleston, Maine *Telephone:* 285-3307
289-2060

Mail Address: Charleston, Maine 04422

Established: 1980 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 211; *Citation:* 34A M.R.S.A., Sect. 3601

Average Count—All Positions: 54 *Legislative Count:* 57

PURPOSE: The purpose of this facility is to confine and rehabilitate inmates that are transferred from the Maine Correctional Center located in South Windham, or the Maine State Prison located in Thomaston, and who are sentenced to these facilities pursuant to MRSA Title 15 Section 2611. Charleston Correctional Facility is designed to serve as an intermediate step between the main institutions and the pre-release facilities located in various parts of the State. Charleston was opened in November, 1980, to assist in the alleviation of overcrowding in the larger institutions and to provide a greater degree of flexibility and progression in the State's Correctional System.

The two major programs at Charleston are public work restitution and vocational training. Inmates at Charleston have been involved in several restitution projects for the surrounding communities. In the past year, these projects have included the erection of a pre-fabricated log building for the Dover-Foxcroft Chamber of Commerce, a large addition on the elementary school in Bradford, clearing campsite at the Piscataquis River Christian Center in Guilford, clearing and burning brush at the Carmel Recreation Center, clearing brush and trees from right of ways in the towns of Charleston and Sangerville, cutting snowmobile trails for East Corinth, clearing one acre test plots for the Department of Inland Fisheries and Wildlife. Painting crews painted four buildings for the Maine Forest Service in Old Town, an American Legion Hall in Dover, the Charleston Library and the Fire House, Bradford Fire House, Warden Service Headquarters in Greenville and the interior of Bangor Mental Health Institute. Repair crews renovated a building at Peaks-Kenny State Park, a bridge in Bradford, a church in Guilford, shingled a church roof in Bradford and scraped and painted a church in Dover-Foxcroft.

A Vocational training program has been developed at this facility that includes woodharvesting, building maintenance and welding. Since the recent conversion of the oil boilers to wood burning, inmates have the opportunity to earn Boiler Operator's Licenses. In addition to the vocational programs, a GED academic program has been developed and a Maine Department of Labor Grant has provided a Comprehensive Competencies Program utilizing computer assisted instruction. Also, with the cooperation and training by the Department of Conservation, volunteer inmates at this facility are trained in fire fighting procedures, and were called out to assist in the 'mop-up' of the Sunken Stream fire in the Whiting-Edmunds area.

ORGANIZATION: The Charleston Correctional Facility is located on the site of the former Charleston Air Force Base in Charleston, Maine. The Charleston Correctional Facility became operational in November of 1980. The State of Maine was able to commence operation by securing a temporary lease with the Federal Government. The State has since acquired a 30 year lease for the facility. The Charleston Correctional Facility is located within the administrative structure of the Maine Correctional Center, and the center has primary responsibilities for the facility's development.

PROGRAM: The Charleston Correctional Facility is responsible for the care, treatment, custody and security of inmates transferred to the unit. Charleston is a minimum security facility.

All inmates are classified by a Classification Board at the main institution prior to their transfer to the Charleston Facility. This board reviews the individual's medical, dental, psychological, educational, theological and program needs. This necessary information is forwarded to the Charleston Facility. When the individual arrives in Charleston he appears before a Classification Board for further determination as to his programmatic requirements.

Dental: Necessary dental care is provided to an inmate in the main institution prior to transfer to Charleston. When an inmate at Charleston requires emergency dental work, he is transported by a Corrections Officer for necessary treatment.

Alcohol Counseling: The local AA Chapter meets at the Charleston Facility weekly. Inmates are welcome to attend and participate. In addition to the AA program, the Department contracts Substance Abuse counseling that involves "one on one" counseling and various group activities.

Religious Services: A local minister, Rev. Victor Stanley has provided his services as Chaplain. He provides counseling to inmates and their families. Religious services are conducted each Sunday. The services are conducted by different denominations on a rotating basis.

Recreation: The facility has an excellent gymnasium where inmates are provided the opportunity to participate in basketball, volley ball, weight lifting and billiards. There is also a softball field which is utilized extensively in the summer months.

Medical: There is no medical staff at the Charleston Facility. Inmates with major medical problems are not transferred to Charleston. There is a nurse under contract that screens minor medical problems for necessary treatment and makes any necessary referrals.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CHARLESTON CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	930,878	930,878				
Health Benefits	68,971	68,971				
Retirement	175,430	175,430				
Other Fringe Benefits	4,861	4,861				
Other Contractual Service	149,805	149,805				
Rents	1,126	1,126				
Commodities	104,770	104,770				
Grants—Subsidies—Pensions	5,230	5,230				
Equipment	10,471	10,471				
TOTAL EXPENDITURES	1,451,542	1,451,542				

MAINE CORRECTIONAL CENTER

EDWARD J. HANSEN, SUPERINTENDENT
JAMES R. CLEMONS, Assistant Superintendent, Care Custody and Security
HAMILTON W. GRANT, Assistant Superintendent, Rehabilitative Services

Central Office: 119 Mallison St., So. Windham *Telephone:* 892-6716

Mail Address: 119 Mallison St., So. Windham, Maine 04082

Established: 1919 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 205; *Citation:* 34A M.R.S.A., Sect. 3401

Average Count—All Positions: 170 *Legislative Count:* 174

Organizational Units:

Care & Treatment Unit
Custody & Control Unit
Pre-Release Centers
Business Services

PURPOSE: The Maine Correctional Center, formerly known as the Men's Correctional Center, was established for the confinement and rehabilitation of persons under the age of 18 years with respect to whom probable cause has been found under Title 15 Section 2611, subsection 3, who have pleaded guilty to or have been tried and convicted of crimes in the Superior Court

and persons over the age of 18 who have been convicted of, or who have pleaded guilty to crimes in the courts of the State, and who have been duly sentenced and committed to the Center. The Center may also accept transfers from the Maine State Prison and County Jails for participation in Center programs.

All persons committed to the Center are detained and confined in accordance with the sentence of the court and rules and regulations of the Center. Provisions for the safekeeping or employment of inmates are made for the purpose of teaching such inmates a useful trade or profession and improving their mental and moral condition. The Superintendent has supervision and control of the inmates, employees, grounds, buildings and equipment at the Center.

ORGANIZATION: The Maine Correctional Center at South Windham was established in 1919 as the State Reformatory for Men, administered by trustees. It was originally designed for the incarceration of male offenders for any crime except murder and as a medium security institution with a maximum security capability for short duration confinement. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981. The Reformatory was renamed the Men's Correctional Center in 1967. On April 13, 1976 a law was enacted which changed the name to the Maine Correctional Center and combined the Women's Correctional Center and the Men's Correctional Center together on the grounds of the Men's Correctional Center in South Windham making this Center co-educational.

PROGRAM: The program of the Maine Correctional Center has several facets.

Care, Treatment, Custody and Security. The merger of the Women's and Men's Correctional Centers was accomplished while attempting to retain the most effective services of both programs. By statute and by program desire, the housing facilities for the men and women are separate. Through classification, resident needs are identified and consequently programs have been developed to meet these needs. The Center has medical, dental and nursing services. Consulting psychological services are currently available two days per week and consulting psychiatric services are provided one day per week.

Religious and Educational Theology Programs. These services are offered by a full time Protestant Chaplain and a Catholic Chaplain who aid considerably in the treatment program. During the summer months, this program is greatly enhanced by a Clinical Pastoral Training Program which offers the institution a great deal of general counseling and spiritual development. Up to six clergy, on an intern basis, are at the Correctional Center for this training program. During the year, special programs are offered by various religious groups within the community providing further enrichment to this program. In addition, there is an active community clergy visitation program and a volunteer program. Two volunteers function as assistant chaplains two days each week. Some volunteers teach individual and group bible classes. Other volunteers assist the chaplains in their ministry with the inmates.

Chemical Dependency Program. This program provides chemically dependent residents with the opportunity for both individual and group substance abuse counseling and/or access to the self-help fellowships of Alcoholics Anonymous (A.A.) and Narcotics Anonymous (N.A.). The programs are coordinated by the Center's Substance Abuse Counselor who also provides classes in alcohol and drug education to correctional officers and other staff twice yearly.

Education Program. The Education Program has a teacher-principal, a guidance counselor and one academic teacher who are state funded and one academic teacher who is federally funded. These four people are responsible for all academic instruction including Remedial Reading and Arithmetic, High School Equivalency (GED), High School Completion and post secondary instruction which includes supervision and registration of students for courses offered through the University of Southern Maine. The academic courses are taught on a semi-tutorial basis with each student's program being tailored to meet the indicated needs in an atmosphere conducive to the learning process while striving to develop an appreciation of the value of education. In addition to the academic courses, Art and Home Economics instruction are available through state funded teachers.

The vocational area is staffed with ten instructors and one job developer, all of whom are state funded. These instructors offer courses in the following fields: Building Trades, Small Engine and Automotive Repair, Graphic Arts, Welding, Meat Cutting, Household and Industrial Electricity, Automotive Front End Work, Industrial Stitching and Upholstery, Pre-vocational

Shop, and Business and Office Procedures.

Classification Committee. This Committee determines individual programs within the institution and utilizes the community when a need can apparently be better met there than in the Institution. Once it is determined that the individual resident has no known problem areas which could be of danger to the society and can accept the responsibility of being in the community, the resident, upon approval, may be placed on a paying job through Work Release. Or, the resident may be placed in the community for educational purposes on the Study Release Program and housed either at the Center, a pre-release center, or a county jail. The Furlough Program also allows the Center, for specific reasons, to allow the residents to be in the community for limited periods of time.

Recreation. The recreation department utilizes the gymnasium, outdoor playing field, and numerous leisure time activities including movie and canteen room. Offground activities are minimal due to the large number of inmates and the length of sentences.

Housing Areas Program. A male resident may move through a program of housing areas. They are specifically designed programs integrated through each housing area which offers more responsibility and freedom to the resident as he progresses through them. The correctional officer staff is responsible for determining with the resident, his needs and moving the resident to the area in which these needs can best be met, and helping him to meet the standards and living conditions of that area and move to another area which will further broaden his capability of making social adjustments so once he returns to the community he will be better able to be socially accepted in society.

The Correctional Center also has responsibility for the Charleston Correctional Facility and Central Maine Pre-Release Center in Hallowell.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,704,786	3,567,329			137,457	
Health Benefits	225,557	218,248			7,309	
Retirement	697,644	677,535			20,109	
Other Fringe Benefits	17,507	16,950			557	
Computer Services—State	2,610	2,610				
Other Contractual Service	533,099	532,647			452	
Rents	609	609				
Commodities	575,478	570,860	334		4,284	
Grants—Subsidies—Pensions	76,980	57,013	1,800		18,167	
Equipment	21,659	17,091	1,938		2,630	
Interest—Debt Retirement	52	52				
Transfers to Other Funds	1,042		3		1,039	
TOTAL EXPENDITURES	5,857,023	5,660,944	4,075		192,004	

DOWNEAST CORRECTIONAL FACILITY

C. MARK CATON, DIRECTOR

Central Office: Machiasport, Maine *Telephone:* 255-8636
Mail Address: General Delivery, Bucks Harbor, Maine 04618
Established: 1984 *Sunset Review:* Not Established
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 220; *Citation:* 34-A M.R.S.A., Sect. 3901
Average Count—All Positions: 22 on June 30 *Legislative Count:* 57

PURPOSE: The Downeast Correctional Facility was established by the Legislature in September 1984 for the confinement and rehabilitation of persons who have been duly sentenced and committed to the Department of Corrections.

ORGANIZATION: Funds were appropriated to purchase, renovate, and make the former Bucks Harbor Air Force Base operational as a correctional facility. The first cadre of personnel were hired in the spring of 1985 and the first inmates arrived in May of 1985. It is anticipated that this facility will be fully operational in the fall of 1985 and renovation projects will be completed in 1986.

PROGRAM: Programs such as education, and vocational training, work assignments and public restitution will be established and phased in over a period of several months as more inmates and additional staff are added to the Downeast Correctional Facility.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DOWNEAST CORRECTIONAL FACILITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	41,314	41,314				
Health Benefits	3,307	3,307				
Retirement	7,742	7,742				
Other Fringe Benefits	103	103				
Other Contractual Service	55,695	55,695				
Rents	2,234	2,234				
Commodities	52,424	52,424				
Buildings and Improvement	309,110	309,110				
Equipment	120,976	120,976				
TOTAL EXPENDITURES	588,905	588,905				

JUVENILE JUSTICE ADVISORY GROUP

A.L. CARLISLE, CHAIRMAN
GERALDINE BROWN, Juvenile Justice Specialist

Central Office: Room 400, State Office Building, Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333

Established: 1979 *Sunset Review:* Not Established

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 201J; *Citation:* Exec. Order 16 FY 81/82

Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Juvenile Justice Advisory Group (JJAG) was created in response to the requirements of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended. In Maine, the overall responsibility of the Juvenile Justice Advisory Group is to participate in the development of the State's juvenile justice plan and to review and act on all juvenile justice and delinquency prevention grant applications. In addition, the Juvenile Justice Advisory Group: advises the Governor and the Legislature on matters related to delinquency and the prevention of delinquency and the requirements of the Act for detaining and incarcerating juveniles; develops more effective education, training, research, prevention, diversion, treatment and rehabilitation programs in the area of juvenile delinquency and improvement of the juvenile justice system; and reviews the progress and accomplishments of juvenile justice and delinquency prevention projects funded under the State plan.

ORGANIZATION: The Juvenile Justice Advisory Group was created by Executive Order 4 FY 80 on October 5, 1979 and authorized by statute in 1984 (34A M.R.S.A. § 1209). Consistent with PL 93-415, Sec. 223(a) (3), the advisory group consists of not less than twenty-one and not more than thirty-three representatives from the following interests: representatives of units of local government, law enforcement and juvenile justice agencies including: law enforcement, corrections or probation personnel, and juvenile court judges; representatives of public agencies concerned with delinquency prevention or treatment such as welfare, social services, mental health, education or youth services departments; representatives of private organizations concerned with delinquency prevention or treatment; concerned with neglected or dependent children; concerned with the quality of juvenile justice, education or social services for children; representatives of public/private agencies which utilize volunteers to work with delinquents or potential delinquents; representatives of community-based delinquency prevention or treatment programs; representatives of business groups and businesses employing youth; representatives with special experience and competency in addressing the problems of school violence and vandalism; and representatives with special experience with the problems of learning disabilities. In addition, a majority of members (including the Chairperson) shall not be full-time employees of the Federal, state or local government, and at least one-third of the members must be under the age of 26 at the time of appointment, and at least three of whom must have been or shall currently be under the jurisdiction of the juvenile justice system.

Pursuant to the provisions of PL 93-415, Sec. 223(a) (3), the performance of the responsibilities of the Governor relating to provision of staff and support are delegated to the Commissioner of the Department of Corrections, who may appoint staff as he deems necessary to implement the purposes of the program. The Maine Department of Corrections has been the fiscal agent of the advisory group since July 1, 1982. The appropriation which supports staff for this function was transferred to the Department effective July 1, 1983.

PROGRAM: The Federal allocation for Maine's Juvenile Justice and Delinquency Prevention Program for FY 85 was $225,000, including funds for grants programs and administration. Of this amount, $16,875 is allocated for the administration of the program and $11,250 is allocated for the expenses of the JJAG, leaving $196,875 for grants to private-not-for-profit organizations and units of state and local government for projects designed to remediate or prevent delinquency.

The JJAG met eleven times to conduct regular business, including regular monitoring for state compliance with the requirements of the Act, and to develop the Comprehensive Juvenile

Justice and Delinquency Prevention Plan for 1985 to 1987. In addition, its several standing and ad hoc committees meet as necessary to further JJAG initiatives in conformance with Plan objectives.

Grants Committee. The Grants Committee reviewed all applications for JJAG funds and developed recommendations for JJAG action on the proposals. Among programs funded in FY 85 were: Bridgebuilders, a school-based prevention project administered by Families United of Washington County; the Court and Community Evaluations Project of Youth and Family Services of Somerset County which performs diagnostic evaluations of adjudicated offenders for the courts; the JJAG's Jail Monitoring Project which provides staff services for lock-ups and the continuing JJAG monitoring to ensure compliance with the Act; the expansion of emergency foster care services in York County by Little Brothers of Greater Portland; and, the continuation of emergency foster placements in Penobscot County and adjacent areas under the auspicies of Diocesan Human Relations Services; and a pilot project to develop alternatives to jails for youth in Androscoggin and Sagadahoc Counties, administered by Youth and Family Services.

Legislative Committee. The Legislative Committee reviewed all bills submitted to the 111th Legislature which might affect juveniles. The Committee regularly took positions on such bills, especially those whose subject had some bearing on Act requirements as they are applied in Maine or which related to initiatives described in the Plan. The Legislative Committee is responsible for all JJAG initiated legislation, which, in FY 85 consisted of a bill to amend and clarify the Juvenile Code by establishing objective detention criteria and permitting use of certain alternative services for delinquents. These amendments should reduce detentions of juveniles and promote the use of alternatives to adult facilities.

Jail Monitoring Committee. The Jail Monitoring Committee has continuing responsibility to monitor Maine's jails and lock-ups to ensure compliance with Act requirements and State standards which require that juveniles who are held in adult-serving facilities are housed only in areas which provide sight and sound separation from adults, and that youth who are charged with offenses, which would not be crimes were they adults, are not confined in such facilities. The Committee found the State in complete compliance for the most recent reporting period, federal FY 84. The second continuing responsibility of the Committee, to oversee the JJAG's initiative to achieve substantial compliance (75%) with the 1980 amendments to the Act which require the removal of juveniles from all adult serving facilities by December 1985, has been the highest priority for FY 85. The Committee has instituted a pilot project in October 1984 as a first attempt of removal of juveniles from adult facilities. Amendments will be proposed to the Second Regular Session of the 112th Legislature which will prohibit jailing juveniles in adult facilities.

Prevention Committee. The JJAG was designated by the Department of Corrections to serve as the catalyst for developing the Department's Delinquency Prevention Plan. The JJAG solicited representatives from the Departments of Education and Cultural Services, Human Services, Labor, Mental Health and Mental Retardation, and Public Safety and from community-based prevention agencies to comprise a planning committee whose efforts in FY 85 will culminate in the publication of the statewide plan in the summer of 1985. The JJAG's own Prevention Committee cooperated, as well, with other State agencies, such as the United Way of Greater Portland, in prevention planning and the evaluation of prevention projects in FY 85.

Juvenile Justice Day Committee. This ad hoc committee is reconstituted annually to recognize exemplary contributions in the area of youth services or to focus public attention on a special problem facing the State's youth. In FY 85, this committee's agenda has been to develop a video presentation describing the options available to youthful victims of physical and sexual abuse. The program, whose theme is justice for juveniles, will be broadcast during school hours to middle school students in the fall term of 1985.

Violent and Chronic Youthful Offender Committee. The most recently constituted ad hoc committee proposes to assess the treatment and security needs of this group of offenders, to develop a strategy for presentation to the second session of the 112th Legislature and Corrections managers. Committee activities to that end were initiated in the second half of FY 84 and continued in 1985.

Additional activities. The JJAG, as a matter of policy, makes itself available for cooperative efforts with public and private agencies who request planning, evaluation, or technical assistance for programs consistent with the goals articulated in the Comprehensive Juvenile Justice and Delinquency Prevention Plan. Funds and planning assistance for training directed to improving the skills of those who are employed in some component of the juvenile justice system are

available through the JJAG's training program. It possesses, as well, a limited ability to respond to public and private inquiries for research and other information on the subject of delinquency and its prevention.

PUBLICATIONS:

Copies of the following publications may be obtained, free of charge, from the JJAG, Department of Corrections, State House Station 111, Augusta, Maine 04333:

Maine Comprehensive Juvenile Justice and Delinquency Prevention Plan, 1985-1987.
1986 Update to Comprehensive Juvenile Justice and Delinquency Prevention Plan
Report to the Governor (FY 1985)
JJAG Newsletter, Quarterly
JJAG Brochure
Jail Monitoring Committee Brochure

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Department of Corrections.

STATE PAROLE BOARD

ROBERTS J. WRIGHT, CHAIRMAN
PETER J. TILTON, Secretary

Central Office: Room 400, State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 208; *Citation:* 34A M.R.S.A., Sect. 5201
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The State Parole Board was established to rehabilitate and restore persons convicted of crime to useful membership in society by offering the institutionalized convict the opportunity to make good on his own outside prison walls. The primary responsibilities of the Board are to determine the time of parole for each inmate and prisoner or to revoke parole when warranted due to parole violation. The Board also determines the time of discharge of parolees from parole supervision, formulates policies, adopts regulations, establishes procedures, and advises concerning pardons when requested by the Governor.

ORGANIZATION: The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957, under the Department of Institutional Service. In 1957, the Parole Board was abolished and its duties were assumed by the State Probation and Parole Board. In 1967, a Division of Probation and Parole was created within the Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was redesignated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. In January 1984, the Board began to hear entrustment revocation proceedings for those juveniles alleged to have violated their conditions of release on entrustment from the state's juvenile correctional institutions. The Board elects its own chairman and meets at least bi-monthly. It may meet as often as necessary.

PROGRAM: The State Parold Board hears cases at the Maine State Prison and the Maine Correctional Center for those sentenced prior to May 1976 to determine when inmates should be released on parole, when they have committed violations of parole, how much violation time should be served, if any, and when a prisoner or inmate is to be discharged. In addition, the Board hears entrustment dispositional cases at the Maine Youth Center to recommend to the Superintendent of the facility what disposition would be in the best interests of the juvenile and the community.

Maine State Parole Board Action
Annual Report
Fiscal Year—1984/1985

Adult

Paroled	3
Paroled & Discharged	0
Paroled & Discharged (to New Sentence)	5
Denied	21
Continued (Pending)	2
(Resolved)	9
TOTAL Parole Eligible	40
Early Discharge Requests	9
Others	21
TOTAL Cases Heard	70

During the fiscal year 1984/1985, the Parole Board met a total of 11 times and considered 70 cases; 13 parole violators were heard and 2 early discharges were granted.

Juvenile

The Maine Parole Board met at the Maine Youth Center a total of 16 times during the period fiscal year July 1, 1984-June 30, 1985. The Board met 6 times for Adjudicatory Hearings & 10 times for Entrustment Dispositional Hearings. Sixty-nine total cases were heard with the following decisions made: (43) recommend return to MYC to complete a standard program or to 18th birthday. (10) found in violation & returned to Entrustment status. (7) found in violation, returned to MYC until suitable placement was found. (6) recommend release to Absent with Leave Status. (2) Continued status. (1) Not Heard, failed to appear.

PUBLICATIONS:

Parole Board Rules and Policy—Free

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	19,043	19,043				
Health Benefits	1,359	1,359				
Retirement	2,466	2,466				
Other Fringe Benefits	71	71				
Other Contractual Service	5,864	5,864				
Commodities	378	378				
Equipment	569	569				
TOTAL EXPENDITURES	29,750	29,750				

STATE PRISON

MARTIN A. MAGNUSSON, WARDEN
JOSEPH SMITH, Deputy Warden
LARS HENRIKSON, Deputy Warden

Central Office: Thomaston, Maine *Telephone:* 354-2535
Mail Address: State Prison, Box A, Thomaston, Maine 04861
Established: 1823 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 206; *Citation:* 34-A M.R.S.A., Sect. 3201
Average Count—All Positions: 283 *Legislative Count:* 283
Organizational Units:
Bolduc Unit Bangor Pre-Release Center

PURPOSE: The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release. The institution is responsible for the custody, control, employment and government as provided by law of adult male offenders lawfully committed to the prison. In addition, the prison may establish vocational training programs and transfer inmates to the State Prison Bolduc Unit at South Warren to participate in work or educational release programs outside the institution. A similar unit is located at Bangor called the Bangor Pre-Release Center.

ORGANIZATION: The State Prison at Thomaston was opened officially in July, 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term of time not less than one year. Additions to the prison were built in 1828 and 1843, and after a fire in 1850, an expanded prison was completed in 1854. In 1923, the prison was again destroyed by fire and replaced with the present structure in 1924.

The prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. Until 1970, the prison was partially supported by a farm in South Warren w ich was destroyed that year by fire. The former barracks at South Warren now serve as the State Prison Bolduc Unit.

The prison was initially administered by a warden and inspectors and later (1917) by a Board of Prison Commissioners. In 1931, the prison was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which in 1959, became the Department of Mental Health and Corrections. The Department of Corrections was established in 1981.

On April 18, 1978, the official name of the minimum security unit was changed to the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc, a long time employee of the Department of Corrections.

PROGRAM: Coming out of the lockdown ordered by Governor Brennan, the prison staff set out to reorganizing the institution to insure a safe and stable environment for staff and inmates with the prompt and effective delivery of services to the inmate wards of the state.

New visiting and contraband policies have been instituted and re-enforced. A rigorous pass system now controls inmate movement in the prison. Rules and regulations governing the inmates and disciplinary procedures have been revamped and promulgated to establish and maintain orderly and equitable handling/management of inmates. Systematic inspection of food service and housing areas contributes to sanitation and adequate provisions for feeding and residence spaces.

The inmate Novelty Program has been limited to one prison area (Craft Room) and only inmates who are regularly assigned to work can participate in it. Ceilings have been placed on earnings and close staff supervision exercises quality control over items offered for sale. Prison industries have been reorganized; contractual agreements with inmates encourage their motivation to participate in productive labor. Two half-day shifts are operting in all prison work areas with opportunities for minimal compensation available only to productive working inmates.

Treatment services have been augmented and strengthened by additions to staff and procedural improvements. Medical services have come under the direction of a Physician's Assistant who provides increased inhouse services and professional direction for the nursing staff. Social workers have increased in number to three to furnish more input into the classification process and give increased direct care to inmates and monitoring of their progress. Treatment and management functions are centralized into a revitalized Classification Committee which includes a broad spectrum of prison professional staff and operates under the aegis of a classification manual that is in conformity to national standards in corrections. Three psychologists perform diagnostic, treatment and consulting work for institution, inmate and staff benefit. Substance abuse as a major treatment problem has been recognized and addressed by staff. A refurbished and reorganized library under professional direction contains up-to-date fiction, nonfiction and reference material. Recreational activities have been augmented by new equipment and programmatic enrichment. Pastoral services have been expanded to encompass a larger degree of outside community and volunteer involvement in the prison experience.

The Community Programs Department, through careful classification procedures, risk assessment, and attention to community sentiment, has been able to successfully furlough close to 40% of eligible inmates without significant transgressions of this trust. Educational services within the prison provide academic work up to the college level while outside the walls vocational training is available for selected inmates toward the end of their sentences. Severe overcrowding has caused the opening of several areas of the institution for dormitory housing. This has increased the tension, and number of assaults and incidents within the facility. Overcrowding has increased the population at the Bolduc Unit (MSU) to 80 and at Bangor Pre-Release Center to 41. Bolduc MSU houses inmates in vocational training, prison assignments, or on work release. The Bangor Pre-Release Center houses inmates who are on isntitutional assignments, work or education release. Inmates are also on work release and educational programs out of county jails and halfway houses.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PRISON	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,333,594	5,333,411			183	
Health Benefits	351,468	351,468				
Retirement	1,305,847	1,305,828			19	
Other Fringe Benefits	30,549	30,549				
Other Contractual Service	1,141,462	1,023,433	191		2,310	115,528
Rents	12,744	12,411				333
Commodities	976,770	910,817			1,099	64,854
Grants—Subsidies—Pensions	313,228	313,228				
Buildings and Improvement	6,320	6,320				
Equipment	77,341	75,366	1,800			175
Interest—Debt Retirement	76	76				
Transfers to Other Funds	263,256		8		45	263,203
TOTAL EXPENDITURES	9,812,655	9,362,907	1,999		3,656	444,093

DIVISION OF PROBATION AND PAROLE

PETER J. TILTON, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2711
Mail Address: Statehouse Sta. #111, Augusta, Maine 04333
Established: 1967 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 237; *Citation:* 34A M.R.S.A., Sect. 5401
Average Count—All Positions: 99 *Legislative Count:* 99

PURPOSE: The Division of Probation and Parole was established to provide effective counseling, direction, and motivation to committed offenders and adjudicated juveniles on probation or parole, so as to enable them to become more productive and constructive members of society. In its role as the Administrator of Probation and Parole Services, the Division is responsible for conducting pardons and commutation investigations for the Governor, pre-sentence investigations for the courts, post-sentence pre-parole and other investigations for the state's correctional institutions, and for the handling of adult and juvenile interstate compact cases for other states. In addition to administering probation and parole services, the Division is also responsible for providing juvenile court intake services throughout the state. Juvenile intake duties include the screening of all detention requests by law enforcement agencies to determine if it is necessary for a youth, following arrest, to be detained in a secure detention facility, and the screening of all juvenile cases referred by law enforcement agencies for formal court proceedings to determine which cases are appropriate to be adjusted on an informal basis without involving the juvenile in the court system. The Director of the Division appoints, subject to personnel law, district probation and parole officers/juvenile caseworkers and provides for their instruction and training; makes recommendations to the State Parole Board in cases of violation of parole; issues warrants for the arrest of parole violators; establishes and administers standards, policies and procedures for the field probation and parole service and institutional parole officers; and acts as the executive officer and secretary of the State Parole Board.

ORGANIZATION: The Division of Probation and Parole was created in 1967. In January, 1984, the Office of Juvenile Intake was consolidated into the Division. The Division consists of adult probation and parole officers, juvenile caseworkers, and other administrative employees in classified state service.

PROGRAM: The Division of Probation and Parole is responsive to Maine's court system by performing juvenile intake services, conducting investigations and making recommendations on disposition, when requested, supervising probationers, and developing diversionary programs. The Division also supervises adults on parole from the state's penal and correctional centers and youth released on entrustment from the Maine Youth Center. In addition, Division personnel conduct investigations for the State Parole Board and the various correctional institutions; counsels, finds employment and refers clients to appropriate service agencies such as mental health centers, family counseling services, etc. The Division is primarily a community-based agency that cooperates with all other phases of the Department of Corrections.

The administrator for both the adult and juvenile interstate compacts is the director of the Division of Probation and Parole. Under the terms of the two compacts, he oversees the supervision of both adult and juvenile probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both adult and juvenile, who are residents of, or desire to move to another state are referred to another compact state for similar supervision.

Clients Under Supervision

Informal Adjustment	Probationers		Parolees	
Juveniles	Adult	Juveniles	Adult	Juveniles (Entrustment)
960-(approx.)	3,500-(approx.)	700-(approx.)		50-(approx.)-200

Total Under Supervision: 5150* (6/30/85)

*This figure includes probationers and parolees being supervised under interstate compacts.

PUBLICATIONS:
Division of Probation and Parole—Policies and Procedures Manual—on location

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	M... Funds
EXPENDITURES						
Salaries and Wages	2,304,886	2,304,886				
Health Benefits	117,550	117,550				
Retirement	363,690	363,690				
Other Fringe Benefits	15,242	15,242				
Other Contractual Service	324,536	324,536				
Rents	97,658	97,558				
Commodities	18,133	18,133				
Grants—Subsidies—Pensions	47,343	47,343				
Equipment	3,200	3,200				
TOTAL EXPENDITURES	3,292,138	3,292,138				

MAINE YOUTH CENTER

RICHARD J. WYSE, SUPERINTENDENT
FRANCIS A. CAMERON, Assistant Superintendent, Rehabilitative Services
ANTHONY A. SESTO, Assistant Superintendent, Care Custody and Security

Central Office: 675 Westbrook Street, South Portland *Telephone:* 879-4000
Mail Address: 675 Westbrook Street, South Portland, Maine 04106

Established: March, 1853 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 03; *Unit:* 204; *Citation:* 34A M.R.S.A., Sect. 3801

Average Count—All Positions: 216 *Legislative Count:* 221

PURPOSE: The Maine Youth Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Boys and girls between the ages of eleven and

eighteen may be committed to the Center for the term of their minority. The Superintendent acts as a guardian to all children committed, and may place any such child on entrustment with any suitable person or persons or public or private child care agency.

ORGANIZATION: The Maine Youth Center at South Portland was established in 1853 as the State Reform School, administered by a Board of Trustees. It was renamed State School for Boys in 1903. The Board of Trustees was abolished in 1911, and its duties were assumed by the Trustees of Juvenile Institutions. In 1931, the school was placed under the Department of Health and Welfare, and in 1939, transferred to the Department of Institutional Services, which later (1959) became the Department of Mental Health and Corrections. In 1981, the Department of Corrections was established. In 1959, the School was renamed the Boys Training Center. In 1976, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

PROGRAM: The Maine Youth Center continues to redefine many of its program functions to enable a total multi-disciplined team approach in working with those committed and held within the facility. The Maine Youth Center functions as a total coeducational rehabilitative resource within the state-wide correctional setting.

Care, Custody and Security: This department which encompasses cottage life, control units, intensive care units, the Hayden Special Treatment Unit has continued to experience the excitement and satisfaction of functioning within an ever improving program. The treatment teams, represented by staff from various disciplines with which each client is involved, function in an integrated and cooperative manner in the rehabilitation process of each individual client entrusted to the Center's care.

The cottage life units, under the supervision of a Unit Director, function as the hub of the Center's total program. Each unit has a regular team which works with the Unit Director who is the liaison between various disciplines. The team has become involved in the programming, counseling and disciplining of the residents. Other staff have also been assigned to the team. These staff are from disciplines such as Education, Physical Education and Recreation, and, when the need arises, the Psychologist and a Psychiatrist also participate. Accountability on the part of the residents has become an integral part of our program. Each resident is accountable for his or her actions immediately. Our tendency continues to be more "Reality Therapy" oriented.

The team concept has increased participation in most programs throughout the institution. The staff, through this active participation, have become more involved with the total rehabilitation of the clients. The teams are constantly reviewing, and when necessary, suggesting and implementing program adjustment. Over and above the regular weekly meetings, special meetings are called in order that the team might deal with any emergency or special situation which arises. The common treatment approach utilized by the team in working with clients is an involvement process in which staff members exercise the concepts of Reality Therapy as they relate to presenting the client with the opportunity to choose to change to a more positive behavior. Off-grounds shopping trips, movies, work experience, weekend leaves and extended leaves which coincide with public school vacations are a few examples of privileges which are available and earned. Each client is assigned to a member of the team who is responsible for tracking the client's individual program. This tracking system continues to ensure a greater degree of success for each client within his or her individualized program. Clients of both sexes have benefited from an expanded coeducational program.

The Student Committee, comprised of student representatives and their alternates elected through a democratic process, convenes monthly to deal with a wide variety of subjects. The committee contributes to the development and review of the Center's programs and policies and seeks to ensure fair treatment for all students committed to the Center's care.

The Control Unit served as a most important communications, admissions and dispatch area for the Center. The team concept continued to be an asset to these units as a result of improved communications and increased team recommendations which, in most cases, and after review, were implemented. These areas of responsibility required a defined working order and consistency in handling the numerous and varied problems encountered. The Intensive Care Unit served as a relief valve for the open cottage community by providing accommodations for clients who acted in aggressive and/or assaultive types of behavior or who otherwise conducted themselves to the detriment of the programs.

The Hayden Treatment Unit is made up of three closely coordinated and functionally interrelated components: the educational component, the social services component and the cottage life component. The Unit is different from other more traditional treatment units within the Center, and is able to provide a comprehensive range of "in-house" services, tailored to the needs of each client. A few of the elements utilized within the Hayden Treatment Program are referral and intake processes, development of individualized treatment plans, individual and group therapy sessions and family therapy sessions.

The Security Treatment Unit deals primarily with clients who have proven by their own actions that they are unable to function in any of the other existing programs at the Maine Youth Center. Assignment of clients to this Unit is made for a minimum period of six weeks in which effort is made to stabilize client behavior in order that they may re-enter other less secure programs within the institution and function in a responsible and accountable manner.

Rehabilitative Services: During the past year, the Center's Psychology Department continued to expand services in carrying out its mandate to provide all necessary psychological services for each committed student. Diverse and varied programs of psychological services have been developed on the basis of careful studies of emergent psychological needs of the students themselves. The scope of our program has been broadened and challenged due to the ever increasing and, at times, complex psychological needs of the population. Salient features of this work have reflected the Center's concern with each client as a whole person.

Social Services Division: The Maine Youth Center's Social Services Division continues to function in coordinating residential and aftercare programs. Within fiscal limitations and continued stringent interpretations of juveniles' rights, the interdepartmental staff through a coordinated effort are developing and implementing a strong program. The intake orientation procedure continued to schedule social services and other professional staff to interview and familiarize each new client with the Center, its staff and its programs. The Director of Social Services, in collaboration with the Unit Directors, continues to participate in cottage teams, counseling, coordinating emergency and privileged leaves, preparing reports for Reception Staffing and Clinical Services Committee meetings, and communicating with aftercare, parents and/or interested parties involved with their clients. Their routine includes visiting clients assigned to the Intensive Care Unit on a daily basis and those assigned to the intermediate security cottage on a biweekly basis and attending regularly scheduled visiting days.

Aftercare workers continue to provide community based clients of the Maine Youth Center with extended services. In addition, the aftercare workers maintain contact with families and community organizations of residential students during their stay. They provide a constant communications link between the Maine Youth Center and the communities.

The Reality Therapy model at the Center has brought changes through the Classification Committee and Social Services. Rather than a time limited contract system, each case is presented as a plan for the "rehabilitation" of that individual with objective, specifiable goals and long and short-run objectives. This rather major change in emphasis has some far-reaching implications for the juvenile justice system in Maine.

Hold for Court Evaluations: The court continues to send many students to the Center for Evaluation and Hold. To help those in the cottage dealing with this massive influx of students, the interns and university student volunteers have been organized and a program developed that contacts all relevant community resources and prepares a social evaluation for the evaluating psychologist, the courts, Cottage VII and, upon committal, the aftercare and cottage program. The university volunteers also provide individual and group counseling and casework services to those non-committed clients.

Diagnostic Services: In accordance with the statutes of the State of Maine, the Maine Youth Center continues to provide diagnostic services to adjudicated juveniles. Basically, three reports — Social Summary, Psychological Evaluations and Psychiatric Evaluations — were submitted to the requesting court on particular clients. This includes services for female juvenile offenders as well as those already established for male juvenile offenders. Also, additional educational testing and medical examination results were occasionally provided on request. The number of requests for this service has increased significantly each year in that this service has been offered to the courts.

Substance Abuse: The Social Service Director and/or counselors have continued to conduct in-residence counseling training for staff and volunteer personnel. This, coupled with staff participation in professional substance abuse workshops, has helped this agency gain awareness of the high incidence of drug abuse among clientele. An Alcoholics Anonymous (A.A.) pro-

gram has recently been started, further reaching out to our youth who need help. One cottage is a certified chemical abuse treatment facility. The Maine Youth Center program continues to work with established community drug and alcohol agencies in order to provide treatment for youth in aftercare.

Education: The A.R. Gould School of the Maine Youth Center is accredited by the Department of Education and Cultural Services with the express function of providing a full range of educational services to residents to include traditional academic classes, remediation, vocational courses, equivalency diploma, tutoring and testing and general socialization skills. The school's basic role is to reclaim these young people, to reintegrate them into the educational scene as quickly as possible. To facilitate this reintegration and to involve as many students as possible into various programs, an all day school schedule has been adopted. In this way, we are better programmed to meet the needs of the entire population — both male and female. Title 1 ESEA funding continues to supplement full-time State positions to enhance educational programming and the Bureau of Vocational Education is supplying funding to the Business Education Program via disadvantaged funds. The Maine Youth Center continues to fund a halfway coordinator for a Literacy Volunteer program which is used as an adjunct to the remedial reading program. This year the Center complied with P.L. 94-142 by continuing its Pupil Evaluation Team (PET) and in-servicing all teachers in the writing of Individual Education Program (IEP).

In conjunction with the institution moving to a Reality Therapy Treatment model, the Arthur R. Gould School is implementing a Schools Without Failure educational model to include such innovations as non-graded classes, daily success lessons, classroom meetings and a discipline procedure based on Reality Therapy.

Pathfinder Program: The Pathfinder Program is based on the idea that if students are able to manage themselves with some skill in the natural environment of Maine, its ocean, streams, woods, mountains, their self-concept will be affirmed in more constructive ways, and so contribute to their need for a more positive social life. Each season of the year saw staff working with students to learn the basics of snowshoeing, cross-country skiing, winter camping, canoeing and sailing. These skills included the widening awareness of the need for and use of science, English, geography and biology.

Volunteer Services: The volunteers at the Center provide: group counseling, one-to-one counseling, religious conference retreats, religious education, psychological testing, reading aides, supportive friendships, camping equipment, canoes, homes for clients on leave and jobs for clients in the community.

Worship Services: Worship is offered to the students in the form of Protestant services on Saturday, led by the chaplain and volunteers. On a voluntary basis, Roman Catholic Masses are offered on Friday afternoons.

Foster Grandparents: Our grandparents provide psychological testing, interviewing, cottage friendships, sewing, knitting, art, fly tying and model building.

Medical: The provision of medical and dental services for admitted and Hold For Court clients was determined following the physical and dental examinations. The assessment and plan for each client was determined and when applicable, consisted of community referrals to Maine Medical Center, Mercy Hospital, Family Planning and other medical specialists. Services to clients that may have been started prior to their committal were continued with the respective physicians until care was completed. Pineland Center provided the following services for our department: X-rays, blood work, urinalysis, pregnancy testing, throat cultures and dental work (root canals) not of an emergency nature for our clients. Each assessment and plan was reviewed and updated as necessary. Individual health care for the prevention of infection and contagion, along with the establishment of good health habits, is stressed by the Medical Department. Medications and treatments were administered as prescribed by our attending physician, who visited each week for one half day.

Physical Education: The Center's Department of Physical Education, Recreation and Athletics continues to provide a built-in flexibility to the program which can better meet the needs of the clients. The broad scope of the program includes such areas as interscholastic athletics, individual instruction, leisure time sports, intramurals, physical education classes and a varied program of activities such as games, dancing and in-cottage contests. Additional programs have been developed and will continue to be developed to meet the needs of a coeducational program.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE YOUTH CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,227,518	4,097,161			130,357	
Health Benefits	249,215	241,350			7,865	
Retirement	777,080	756,513			20,567	
Other Fringe Benefits	20,249	19,686			563	
Computer Services—State	7,115	7,115				
Other Contractual Service	378,879	365,971	710		12,198	
Rents	8,022	8,022				
Commodities	347,116	337,423	1,561		8,132	
Grants—Subsidies—Pensions	34,000	35,261			—1,261	
Equipment	35,430	31,656			3,774	
Interest—Debt Retirement	10	10				
Transfers to Other Funds	1,540		18		1,522	
TOTAL EXPENDITURES	6,086,174	5,900,168	2,289		183,717	

COUNTY RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1973 *Sunset Review:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 306; *Citation:* 30 M.R.S.A., Sect. 347
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The County Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of county records, following, as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the County Records Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the county level. Program services are provided to county governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The County Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of county records. The Board consists of five members, including the State Archivist as Chairman ex officio; and four members appointed by the Governor for terms of three years, one of whom must be a County Commissioner, one a Register of Deeds, one a Register of Probate, and one of whom is experienced in real estate title examinations. The headquarters of the County Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the County Records Board serve without compensation.

PROGRAM: The County Records Board acts upon requests submitted by county offices to destroy specified records having no permanent value. County officers attend ongoing workshops conducted by the Maine State Archives on document restoration, and are provided with technical assistance by other units of the Maine State Archives.

LICENSES, PERMITS, ETC.:

The County Records Board is responsible for authorizing the destruction of county records having no permanent value (30 M.R.S.A., Sect. 346). Procedures for the disposition of such records have been presented by the Board in accordance with the Administrative Procedures Act. Action taken by the County Records Board is evidenced by the issuance of an executed *Request for Disposition of County Records.*

FINANCES, FISCAL YEAR 1985: 30 MRSA Section 348 & 349 provides that expenditures of this unit shall be born by the Maine State Archives, and are, therefore, included in its financial display.

MAINE CRITICAL AREAS ADVISORY BOARD

FREDERICK M. BECK, CHAIRMAN
HARRY R. TYLER, JR., Program Manager

Central Office: 184 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333
Established: 1974 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 308; *Citation:* 5 M.R.S.A., Sect. 3313
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The purpose of the Maine Critical Areas Advisory Board is to advise the State Planning Office on the Critical Areas Programs, especially in deciding which areas are to be included on the Register of Critical Areas. This Register is an inventory of natural features of unusual significance because of their natural, scenic, or scientific values.

ORGANIZATION: The Critical Areas Advisory Board was created in 1974 by the Act Establishing a State Register of Critical Areas, 5 M.R.S.A. Sections 3310-3314. The Board consists of 11 members. The director of the State Planning Office serves ex officio while the 10 other members are appointed by the Governor.

PROGRAM: The Maine Critical Areas Program is an effort to identify and protect Maine's most significant natural features. These include scenic areas and areas important to the fields of zoology, geology, and botany. An official list of these valuable areas, called the Register of Critical Areas, is maintained by the program under the guidance of the Maine Critical Areas Advisory Board. The program works with landowners on a voluntary basis to conserve these areas. In recognition of its valuable work, the program was honored in 1980 with the U.S. Department of the Interior Achievement Award for outstanding contribution to the conservation of the nation's natural resources.

During FY 85, the Critical Areas Program registered 21 areas for rare plants, old-growth forests, and peatlands. The program conducted surveys of old-growth forests in Baxter State Park and a natural resource inventory of the public lot in T.15 R.9 Aroostook County. In cooperation with the Atlantic Center for the Environment, the program completed texts for eight educational brochures.

The program staff met with the Critical Areas Advisory Board three times during FY 85 to review information on areas proposed for registration. Based upon the Board's recommendation, 21 areas were added to the Register, bringing the total number of entries on the Maine Register of Critical Areas to 448. Seven additional areas were added to the list of areas which meet the program's guidelines but were not registered either because the landowners could not be contacted or because registration would be detrimental to the conservation of the area. Currently 49 areas are in the unregistered but qualified category.

The Critical Areas Program provided considerable assistance to many landowners, government agencies, developers, and conservation organizations. The program advised landowners of the significance of areas they own, appropriate management for these areas, and sources of expert management assistance for specific problems. The program provided information to developers about areas sensitive to development and requiring special attention. Many State and federal agencies also received technical assistance from the program. Private non-profit conservation, such as The Nature Conservancy, Maine Audubon Society and Maine Coast Heritage Trust use the program's information and data base.

The Critical Areas Program devoted much of its resources during FY 85 toward the establishment of a Maine coast estuarine sanctuary. The National Oceanic & Atmospheric Administration awarded the State of Maine a grant of $580,000 towards the purchase of land in the Town of Wells for the creation of a National Estuarine Sanctuary. The 2,000 acre Wells National Estuarine Sanctuary will include land in a State Park, the Rachel Carson National Wildlife Refuge and land to be purchased at Laudholm Farm. The Sanctuary will promote estuarine research and education. The Sanctuary is owned and managed by the Town of Wells. The State received additional grants awards in FY 85 for land acquisition.

PUBLICATIONS: Publications of the Critical Areas Program of the State Planning Office contributed to by the Maine Critical Areas Advisory Board include:

Planning Reports:

Luminous Moss
Rhododendron
Oysters
Petrels
Alcids
Inkberry
Least Terns
Slender Blue Flag
Chestnut Oak
Piping Plovers & Least Terns
Ginseng
Small Whorled Pogonia
Ram's-head Lady's Slipper
Wading Birds
Eiders
Horseshoe Crab
Mountains
Mountain-laurel
Sassafras
White Oak
Eskers
Petroglyphs
Brachiopods
Common Terns, Arctic Terns and Roseate Terns
Furbish's Lousewort
The *Astarte* spp.
Brittle Stars
Waterfalls
Old Growth Forests
Furbush Lousewart
Sub-Arctic Coastal Plants
Dogwood
Loug's Bitter Cress
Black Tern
Nodding Pogonia
Buffalo Berry
Spotted Wintergreen
Slender Cliff-Brake
Spicebush
Gaper Clam
Dwarf Tellina
Tourmaline
New Jersey Tea
Clammy Azalea
Prairie White Fringed Orchid
Katahdin Arctic Butterfly
Alpine Tundra Vascular Vegetation
Casco Bay Bedrock Geology
Atlantic White Cedar
Tupelo
Shagbark Hickory
Waterfalls
Coastal Peatlands
White Pine
Old Growth White Oak
Old Growth Shagbark Hickory
Jack Pine
The Great Heath
The Mahoosac Mountains
Rose Quartz Crystals
Red Beard Sponge
Red Chenille Algae
Quahogs
Discordant Mussel
Bedrock Fossils
Cut-leaved Anemone
Northern Painted Cup
Smooth Top Shell
Small Round-leaved Orchis
Glaciomarine Deltas
Sand Beaches
Intertidal High Diversity Areas
Coastal York County Bedrock Localities
Yellow Nose Vole
Auricled Twayblade
Scarlet Oak
Bog Elfin
White Pine
Gorges
Maine's Peatlands
Whitewater Rapids
Coastal Raised Peatlands
Brachiopods
Priapulids
Whitewater
Arethusa

Telos Public Lot
Bigelow Mountain
Jasper Beach
T.15 R.9
Baxter State Park
Arctic Charr

Brochures:

Critical Areas Program
Least Terns
Black Terns
Nodding Pogonia
Orchids
Rhododendron
Waterfalls
Atlantic White Cedar
Alcids
Leach's Storm Petrel
Oysters
Mountain Laurel
Eider Docks
Intertidal Marine Invertebrates
Shagbark Hickory
Piping Plover
Horseshoe Crab
Sassafrass
Terns
Wading Birds
Gorges
Tupelo

The Landowner's Options: A Guide to the Voluntary Protection of Land in Maine, a booklet.

FINANCES, FISCAL YEAR 1985: Expenditures amounted to $40,311 in FY 85 and are, by administrative decision, included with those of the State Planning Office.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES

MAJOR GENERAL PAUL R. DAY, COMMISSIONER

Central Office: Camp Keyes, Augusta *Telephone:* 622-9331
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 210; *Citation:* 37B M.R.S.A., Sect.

Average Count—All Positions: 149 State, 780 Federal
Legislative Count: 140 State, 753 Federal

Organizational Units:
Military Bureau
Bureau of Civil Emergency Preparedness
Bureau of Veterans Services
Administrative Services Division

PURPOSE: The Department of Defense and Veterans Services was established to coordinate and improve the discharge of the State Government's responsibility relating to military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation and audit of activities in these areas.

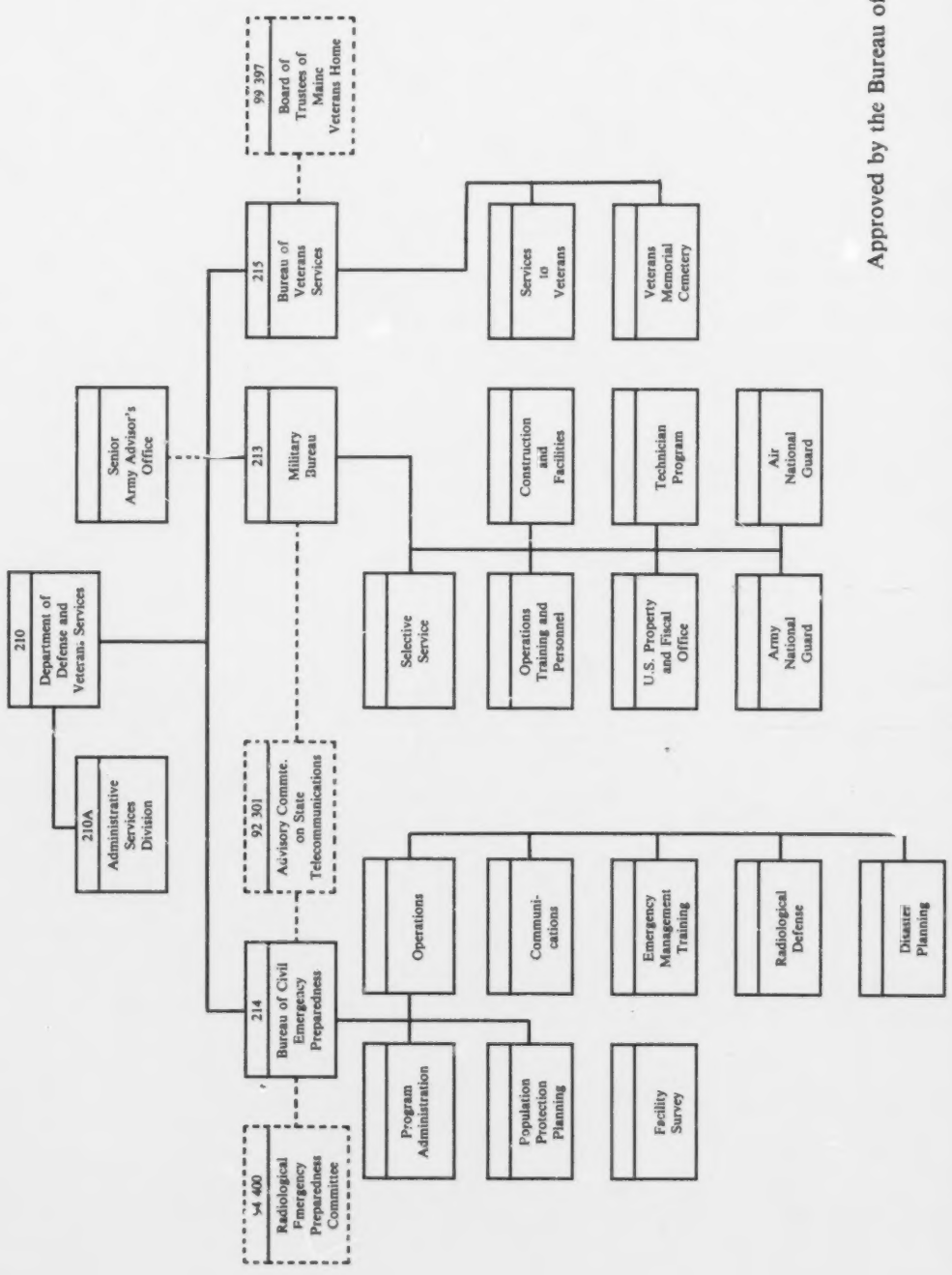
ORGANIZATION: The Department of Defense and Veterans Services was created by State Government reorganization legislation of 1972 under the original name of Department of Military, Civil Defense and Veterans Services. In this legislation, the administrative offices of the Adjutant General became the Military Bureau; the former Civil Defense and Public Safety Agency became the Bureau of Civil Defense; and the former Department of Veterans Services became the Bureau of Veterans Services; with the Adjutant General designated as both Commissioner of the new department and Director of the Military Bureau. Effective in June, 1974, the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, revised the law to direct the appointment of the Deputy Adjutant General as Director of the Military Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department. This revision also renamed the Bureau of Civil Defense as the Bureau of Civil Emergency Preparedness and assigned the Department its present name. On October 1, 1975, the Department was redesignated Department of Defense and Veterans Services.

PROGRAM: The programs of the Department of Defense and Veterans Services are outlined in the reports of its operating units.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF DEFENSE AND VETERANS SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Services	137,410	135,091				2,319
Buildings and Improvement	20,330	20,330				
Equipment	1,175					1,175
TOTAL EXPENDITURES	158,915	155,421				3,494

ORGANIZATIONAL CHART
DEPARTMENT OF DEFENSE AND VETERANS' SERVICES
UMB 15



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF DEFENSE AND VETERANS SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,887,379	2,172,351			715,028	
Health Benefits	208,438	150,874			57,564	
Retirement	454,993	341,648			113,345	
Other Fringe Benefits	14,799	10,960			3,839	
Other Contractual Service	830,001	668,474	78,163		81,045	2,319
Rents	15,452	15,322			130	
Commodities	542,650	528,146			14,504	
Grants—Subsidies—Pensions	840,165	467,158			373,007	
Purchases of Land	6,135	6,135				
Buildings and Improvement	20,330	20,330				
Equipment	51,237	17,887	300		31,875	1,175
Interest—Debt Retirement	26	26				
Transfers to Other Funds	95,217		965		94,252	
TOTAL EXPENDITURES	5,966,822	4,399,311	79,428		1,484,589	3,494

ADMINISTRATIVE SERVICES DIVISION

RAYMOND N. DUTIL, DIRECTOR

Central Office: State Office Bldg. Basement, Augusta *Telephone:* 289-4070
Mail Address: Statehouse Sta. #104, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 210A; *Citation:* 37B M.R.S.A., Sect. 3
Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The Administrative Services Division provides for centralized control in planning, data processing, budgeting, accounting, purchasing authorization, auditing, personnel management, affirmative action, training, and other administrative resources necessary to the general operations of the Department's various major programs and activities.

ORGANIZATION: The Administrative Services Division was organized from a nucleus of the old Adjutant General's Department in 1973. Personnel were also drawn from the Bureaus of Veterans Services and Civil Defense (later Civil Emergency Preparedness) to round out the Division so that it could fulfill those functions described in its Purpose.

PROGRAM: In carrying out its staff function of assisting the Commissioner, Bureau Directors, and Program Managers in the various daily operations of the Agency, this Unit has continued its routine tasks of: preparing biennial budget requests, annual work programs, and financial and budget orders; initiating purchase requisitions and orders when appropriate; processing invoice and contract payments, including workers' compensation obligations; billing for Armory rentals, federal service contracts, and other funds due the State; maintaining revenue and expenditure ledgers, accounts receivable, and real property/capital equipment inventory control records, and Armory Rental Log; processing personnel actions, including labor related activities; maintaining Agency Personnel and time records; providing training and orientation sessions for supervisory personnel, and new employees; conducting internal audit reviews and providing other administrative services as required. Additionally, staff members offer an information base to our Program managers that assists them in their daily operational decision process and thereby enhances management effectiveness through a much higher degree of control by those delegated that responsibility.

PUBLICATIONS:

Departmental Affirmative Action Plan. (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	148,873	148,873				
Health Benefits	7,597	7,597				
Retirement	27,360	27,360	27,360			
Other Fringe Benefits	696	696				
Other Contractual Service	1,175	1,175				
Commodities	478	478				
Equipment	170	170				
TOTAL EXPENDITURES	186,349	186,349				

BUREAU OF CIVIL EMERGENCY PREPAREDNESS

RICHARD D. DUTREMBLE, DIRECTOR

Incoming WATS: Emergency only 800-452-8735
Central Office: State Office Bldg., Augusta *Telephone:* 289-4080
Mail Address: Statehouse Sta. #72, Augusta, Maine 04333

Established: 1949 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 214; *Citation:* 37B M.R.S.A., Sect. 701

Average Count—All Positions: 21 *Legislative Count:* 11

Organizational Units:

- Administrative
- Communications
- Disaster Assistance
- Operations
- Interstate Civil Defense & Disaster Compact

PURPOSE: The Bureau of Civil Emergency Preparedness was established to assist and protect the civilian population against nuclear, man-made or natural disasters. It acts on behalf of the Governor to ensure that all necessary measures are taken to minimize loss of life and destruction or damage to property. The Bureau, through its organization at state, county, and local government levels, serves primarily as a coordinating agency by furnishing Emergency Operating Centers and a multi-faceted communications system whereby all governmental agency representatives as well as volunteer agencies can collectively work to mitigate the effects of a disaster.

The Bureau also serves as the Governor's liaison with federal agencies, namely the Federal Emergency Management Agency (FEMA) which provides 50% funding for personnel, hardware and maintenance of the facilities necessary for the Civil Emergency Preparedness mechanism to function throughout the state.

FEMA combines all emergency agencies that are involved in preparation and mitigation of any type of disaster into one agency.

The Bureau is empowered to make or rescind, after public hearings, reasonable rules and regulations necessary to carry out the Maine Civil Emergency Preparedness Act.

The Director of the Bureau is the State Coordinating Officer (SCO) subsequent to a major disaster declaration and also represents the State in the implementation of the Interstate Civil Defense Compact.

ORGANIZATION: The Bureau of Civil Emergency Preparedness was originally established under the Maine Civil Defense and Public Safety Act of 1949, which authorizes the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. The 1972 amendment, retitled the Maine Civil Defense Act, caused the bureau to be redesignated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was redesignated to the Department of Defense and Veterans Services. The Bureau is internally organized into several divisions based on functional responsibilities.

The primary responsibilities of the Bureau are to cope with emergencies resulting from nuclear warfare, natural or man-made disasters. The Bureau's ability to function effectively is dependent, to a great extent, upon the county and local organizations throughout the state which are comprised of both paid and volunteer personnel. Other relief organizations and state agencies are called upon as required.

The Interstate Civil Defense Compact was enacted in 1972 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause.

PROGRAM: The Federal Emergency Management Agency's allocation of federal matching funds for fiscal year FY 84 for personnel and administrative services was $558,120. It covers the federal fiscal year of October 1, 1984 through September 30, 1985. The funds are distributed by the State CEP Headquarters based on Annual Submission Requests from 80 towns, 16 counties and the State Headquarters. This represents 50% of the funding and the other 50% is provided by state, county and local funding.

Warning and Communications Systems and Emergency Operating Center (EOC) programs are also funded 50% by the federal government and 50% by the state, county and local jurisdic-

tions. The amount of federal allocation for these programs are $122,350. These funds are used for maintaining the communication and warning systems and for construction costs associated with EOC's throughout the state. In addition, the following programs are funded 100% by FEMA.

Population Protection Planning	$121,000
Facility Survey	36,386
Radiological Instrumentation/Maintenance and Calibration	60,000
Disaster Preparedness Improvement	25,000
Radiological Protection Planning	35,000
Emergency Management Training	80,000

All of the above programs are under a Comprehensive Cooperative Agreement between the Federal Emergency Management Agency and the State of Maine Civil Emergency Preparedness Bureau.

Direction and Control. Direction and control is maintained through the Bureau's Emergency Operations Center, located in the basement of the State Office Building, in Augusta. We have direct contact with the 16 counties by telephone, radio and teletype with the county headquarters acting as liaison to the local towns. This enables the State Headquarters to furnish coordinated efforts during a time of emergency.

Disaster Preparedness Improvement. Action was completed in reviewing the existing Risk and Vulnerability Analysis of the Natural Disaster Plan. The work was completed in developing the following Standard Operating Procedures (SOP):

- Individual and Family Grant (IF&G)
- Crisis Counseling
- Emergency Housing

These documents provide a conduit for disaster victims to receive emergency funds to meet necessary expenses which may not be provided by other federal disaster assistance programs.

Forthcoming activities will concentrate on training State, County and local officials in current administrative disaster response procedures and developing two functional annexes for a forthcoming state level operating plan.

Population Protection. Population Protection is a program designed to develop comprehensive emergency management plans. The planners assist all levels of government in developing, maintaining, and exercising a generic emergency plan which delineates how hazard mitigation, emergency preparedness, emergency response, and recovery activities are accomplished. State, county, and municipal governments are required by Maine statute to develop and maintain such plans.

The comprehensive plans consist of a basic plan with annexes. The basic plan is a summary of general policies, responsibilities, and procedures used in emergency management. An annex is an attachment to the basic plan which provides more specific information. Two types of annexes are used: 1) functional annexes describe how emergency functions such as direction and control, alerting and warning, etc. are accomplished; and 2) organizational annexes describe the emergency tasks and procedures of all agencies/organizations involved in emergency management.

State level planning conducted in FY 85 included: completing an inventory of existing state emergency plans; distributing the State Hazard Analysis Study to state agencies following its approval by the Governor; conducting an emergency planning workshop; developing and distributing to participating agencies a draft state basic plan; and initiating annex development.

County and local governments in Androscoggin and Kennebec counties were recipients of planning assistance. Two Emergency Planning Courses were conducted: one for county CEP personnel and the other for municipalities in Kennebec County. Meetings were held with jurisdiction representatives. Draft basic plans were developed for Androscoggin County, Auburn, Lewiston, Kennebec County, Augusta, Clinton, Gardiner, Hallowell, Litchfield, Waterville, and Winslow. Organizational and functional annexes were also begun.

In FY 84 a state-wide hazard analysis process was initiated and this has continued into FY 85. During FY 85, five (5) municipalities conducted a hazard analysis. Forty-seven (47) hazard analysis reports were written and returned to the communities for their approval. These reports explain the process of analyzing hazards and contain a narrative description of each significant hazard. Twenty-three (23) reports received approval by the elected officials and final versions were distributed by the planners.

Comprehensive emergency management plan development is an on-going process. In the

next year, work will continue toward completion of a state level plan. Plans will be updated for all 16 counties and the process initiated for many municipalities. State CEP will hold planning workshops and meetings, review plans and conduct exercises to validate each plan.

Facility Survey Program. This is a (100%) Federal Emergency Management Agency (FEMA) funded program.

The Facility Survey Program provides data that is essential to Population Protection Planning. Expected outputs include surveys to identify the physical and architectural characteristics of existing government and public buildings that contribute to the protection of people from all hazards. Buildings are surveyed under one of two categories, the categories being; 1) essential function buildings such as hospitals, police stations, and fire stations, and 2) buildings to provide shelter to persons displaced from their homes due to a disaster or life threatening emergency.

The survey converts and expands the existing shelter data base by determining suitability and capacity of such buildings to shelter people from multiple hazards including adaptability of facilities to provide emergency lodging and feeding. In addition the surveys identify life support systems and resources needed in emergencies.

During FY 84-85 buildings in Lewiston were surveyed. During FY 85-86 the survey in Lewiston will be completed and buildings in Auburn, Lisbon, Augusta, and Waterville will be surveyed. Technical assistance is provided to local governments in identifying potential Emergency Operation Centers and their development, and to television and radio stations in the state in support of the Emergency Broadcast System.

During FY 84-85 advisory services were provided to six municipal and three county governments for emergency operating centers.

Communications & Warning. The communications and warning section operates and maintains communications systems that provide direct contact between the State EOC and federal, state and local government agencies and field forces.

The EOC's Communications Center is operated on a daily basis. Also, regularly scheduled tests and exercises are conducted to insure that a high level of operational readiness is maintained.

Equipment maintenance is accomplished by this section.

A statewide CEP communications system provides dedicated channels to emergency managers for coordination. Meanwhile, communications with public safety agencies such as police, fire and medical are conducted on their assigned agency frequencies. Interstate communications are accomplished with high frequency (HF) radio, radio teletype and off-net (private) telephone voice and data circuits. Future plans include the addition of a satellite communications system. The Maine Emergency Broadcast System provides a means to release official government information from the EOC directly to the public over the State's radio and TV broadcast stations. A new studio and control room installed this year has improved the EOC's operational capability.

A complete revision of the State Emergency Operations Plan's Communications and Warning Annexes is in progress. These revisions will follow FEMA's Integrated Emergency Management System (IEMS) guidelines. County and local plans are being revised as well as to insure program goals are met.

Plans and Training. The Plans and Training section is responsible for providing training to personnel of state, county, local governments, and representatives of organizations from the private sector. This training focuses on preparedness and the management aspects of response to emergencies. Training is also provided for dealing with radiological emergencies. During FY '85 over 1300 students participated in a wide range of training activities. The section also coordinated attendance at federal training facilities for 32 state and local personnel.

Within the CEP community, state, county and local governments are required by Maine statute to develop and maintain a current Emergency Operations Plan (EOP) in the event a rapid response is required re natural, manmade or nuclear disaster. All of these plans, prior to approval, must be reviewed by the MECEP Plans and Training section to ensure that current federal planning criteria is addressed and that all known hazards have been noted. EOP's must be reviewed every four (4) years. Currently the Plans and Training section has over three hundred and seventy-five (375) EOP's on file. Included are dam failure contingency plans for several industries required by FERC, the State EOP, the Maine Radiological Incident Plan and other state and federal contingency plans.

This section also administers the distribution of films from the Bureau's film library to schools, private organizations and volunteer agencies.

Radiological Protection. In accordance with Federal Emergency Management Agency (FEMA) program of Integrated Emergency Management Systems (IEMS) a coordinated program of radiological protection planning, training and instrumentation is accomplished.

Specific goals within this program are written radiological plans at all levels of government, training programs to instruct police, fire, rescue and volunteer personnel to understand the basics of radiation and to use specialized radiation detection equipment, (Approximately 100 citizens were trained during this year) and availability of calibrated radiation detection equipment.

A key part of this program is the Radiological Instrumentation/Maintenance and Calibration Facility which repairs, calibrates and deploys sets of instruments throughout Maine. This facility is 100% federally funded.

The position of a 100% federally funded Radiological Officer was established to exercise and maintain fully operable radiological protection systems in all jurisdictions.

All elements of radiological protection provide continuous support via education and radiological detection equipment to the Maine Yankee Plant planning era communities.

Public Information. Public Information within this Bureau is accomplished on a collateral duty basis.

However, the Bureau does issue approximately fifty (50) Public Service Announcements each fiscal year. These PSA's usually are in the form of public safety techniques associated with natural and manmade disasters or safety procedures which should be observed in the work place or around the home.

PUBLICATIONS:

When You Return to a Storm Damaged Home
Winter Storms
What to Do in a Disaster
STANDBY—A Guide on How to be Ready for Emergencies
In Time of Emergency
Introduction to Civil Preparedness

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CIVIL EMERGENCY PREPAREDNESS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	403,930	107,301			296,629	
Health Benefits	26,397	6,651			19,746	
Retirement	64,926	17,575			47,351	
Other Fringe Benefits	2,172	623			1,549	
Other Contractual Service	112,976	33,346			79,630	
Rents	1,922	1,792			130	
Commodities	14,870	366			14,504	
Grants—Subsidies—Pensions	374,591	1,584			373,007	
Equipment	12,858				12,858	
Transfers to Other Funds	88,508				88,508	
TOTAL EXPENDITURES	1,103,150	169,238			933,912	

MILITARY BUREAU

BRIGADIER GENERAL RICHARD D. SYLVAIN, DIRECTOR

Central Office: Camp Keyes, Augusta *Telephone:* 622-9331
Mail Address: Statehouse Sta. #33, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 213; *Citation:* 37B M.R.S.A., Sect. 2
Average Count—All Positions: 90 State, 760 Federal
Legislative Count: 90 State, 751 Federal

Organizational Units:
Maine Army National Guard
Maine Air National Guard

PURPOSE: The Military Bureau was established to provide for the protection of life and property and the preservation of peace, order and public safety. In fulfilling this mission, the Bureau is empowered to provide the Army and Air National Guard with units organized, equipped and trained to function efficiently at existing strength; and to muster, on order of the Governor, any or all of these units in the State of Maine to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. The Bureau will also respond to a civil emergency involving nuclear attack, and report for federal service on call of the President of the United States in the event of war or other national emergency. Should the National Guard be federalized and moved out of the State, other forces may be organized under the law (M.R.S.A., Title 37-A, Chapter 15), to be known as the Maine State Guard.

ORGANIZATION: The Military Bureau was created in July, 1972, under State Government reorganization legislation, to encompass what previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law was revised by the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, to direct the appointment of the Deputy Adjutant General as Director of the Bureau, thus freeing the Adjutant General to function solely as Commissioner to the Department.

The current organizational structure of the Maine Army and Air National Guard administered by the Bureau is as follows:

The Maine Army National Guard consists of State Headquarters, one engineer group headquarters, two engineer battalions — one combat and one combat heavy, an artillery battalion, a supply and service battalion, and a troop command.

The Maine Air National Guard consists of State Headquarters, an Air Refueling Wing Headquarters, an Air Refueling Group Headquarters, an Air Refueling Squadron, a Combat Support Group, a Consolidated Aircraft Maintenance Squadron, A Civil Engineering Flight, a USAF Clinic, a Mobility Flight, a Communications Flight/Support, an Electronic Installation Squadron, and a Combat Communications Squadron.

PROGRAM: During FY 85, the Maine National Guard maintained its strength at 100 percent of authorized.

Although there were no major call ups of National Guard units for state emergency service, a total of eighteen emergency medical evacuations and several emergency community type services were performed by Maine Guard units. Additionally, Maine National Guard units provided assistance to municipalities by participating and/or completing over thirty community type projects. All units satisfactorily completed training evaluations, Operational Readiness Inspections, and Inspector General Inspections.

Federal funding continued at a high level (over $47 million dollars) and represented over 94 percent of the Bureau's budget.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,843,850	1,425,451			418,399	
Health Benefits	142,985	105,167			37,818	
Retirement	287,935	221,941			65,994	
Other Fringe Benefits	9,484	7,194			2,290	
Other Contractual Service	469,341	391,927	77,414			
Commodities	501,334	501,334				
Grants—Subsidies—Pensions	134,157	134,157				
Purchases of Land	6,135	6,135				
Equipment	9,845	9,845				
Interest—Debt Retirement	11	11				
Transfers to Other Funds	6,672		952		5,720	
TOTAL EXPENDITURES	3,411,749	2,803,162	78,366		530,221	

BUREAU OF VETERAN'S SERVICES

EMILIEN A. LEVESQUE, DIRECTOR

Central Office: State Office Bldg., Room B-9 *Telephone:* 289-4060
Mail Address: Statehouse Sta. #117, Augusta, Maine 04333

Established: 1947 *Sunset Review Required by:* June 27, 1989

Reference: Policy Area: 06; *Umbrella:* 15; *Unit:* 215; *Citation:* 37B M.R.S.A., Sect. 501

Average Count—All Positions: 31 *Legislative Count:* 31

Organizational Units:
Field Offices (8)
Itinerant Offices (16)
Maine Veterans Memorial Cemetery
Claims Office

PURPOSE: The Bureau of Veteran's Services was established to provide services to Maine Veterans and their dependents who seek assistance through various benefit programs providing housing, medical and hospital care, educational aid and compensation or pension based on disabilities and survivors benefits.

The Bureau, through its chain of local offices, assists veterans and their dependents in claiming and obtaining the various State and Federal benefits to which they are entitled in connection with service in the Armed Forces of the United States. The Bureau also administers a program of financial aid to needy veterans and to needy dependents of incapacitated or deceased veterans; awards educational benefits to children, spouses or widows/widowers of veterans who died or became 100% permanently and totally disabled because of service in the U.S. Armed Forces; issues certificates of eligibility to war veterans seeking state guarantees of small business loans; keeps and maintains records of Military service of all Maine veterans; and provides burial and perpetual grave care at the Maine Veterans Memorial Cemetery for war veterans discharged under honorable conditions and to eligible members of their immediate family.

ORGANIZATION: The Bureau of Veteran's Services was created by Council Order in 1945 as the Division of Veterans Affairs. The agency received authorization in 1947 and was established with a state office and seven local offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963, and in the spring of 1970, the Maine Veterans Memorial Cemetery became operational. Under State Government reorganization legislation of 1972, the agency received its present name and was placed within the new Department of Military, Civil Defense and Veterans Services which, in 1974, was redesignated the Department of Defense and Veterans Services.

The Maine Veterans Small Business Loan Authority Board was established in 1973, and was in 1983, redesignated under the Finance Authority of Maine as the Maine Veteran's Small Business Loan Program, with the Bureau Director of Veteran's Services serving as a member of the Veterans Advisory Committee.

By virtue of his position as Director of the Bureau of Veterans Services, he serves as ex-officio member on the Maine Veterans Nursing Home, Board of Trustees.

PROGRAM: Veterans Services encompass all of the administrative functions and financial aid programs of the Bureau of Veteran's Services.

Claims Service. During the fiscal year, 825 new authorizations to have the Bureau represent claimants to the Veterans Administration for claims were developed, making for an approximate total of 21,000 clients represented by the Bureau of Veteran's Services. A total of 984 claims for compensation and pension were filed on behalf of Maine veterans or their survivors. These claims were originated by veterans counselors assigned to the Bureau's eight local offices and channeled to the Bureau claims office at the Veteran's Administration Center at Togus. The claims specialist there, who serves as the claimant's advocate, filed the claims with the V.A. for adjudication. In the process, appropriate action was taken as indicated to obtain new or additional evidence to determine the correctness of actions by the V.A., or appeals on disputed cases were filed. The Bureau had 64,380 contacts by veterans or dependents on veterans affairs and $3,480,693 in new or augmented benefits were awarded to claimants by the V.A. as a result of actions by the Bureau.

Financial Aid. During the year, 346 awards of financial aid (Veterans Financial Assistance) were made to Maine veterans and/or to their families.

Veterans Dependents Educational Benefits. Under this program, up to $300 per year towards the costs of higher education and free tuition in State-supported institutions of higher education may be awarded to children, spouses or widows/widowers of veterans who become 100% permanently and totally disabled or died as a result of service in the Armed Forces of the United States. New applicants who are awarded benefits after 6/30/80 receive either full tuition in any state supported institution or if attending a non-state supported institution of higher learning a maximum of $300 per year is payable. 217 persons received benefits during the year as follows: 158 attended State-supported colleges, 33 attended Private in-State colleges and 26 attended Private Out-of-State colleges. A total of $12,965.13 was expended to assist these students.

Certification of Eligibility for Small Business Loan Guarantees. The Bureau certified 113 veterans as eligible for guaranty of loans by the Finance Authority of Maine, Maine Veteran's Small Business Loan Program. The Board actually guarantees approved business loans up to 85% on amounts up to $100,000 under the Maine Veterans Small Business Loan Program and up to 85% on amounts up to another $100,000 under the Small Business Loan Program, making for a possible aggregate of up to $200,000 available to a veteran under the compiled programs.

Records of Military Service. The Bureau maintains the records of Maine veterans who were discharged from service in the Armed Forces of the United States. Approximately 370,000 such records are now on file in the Bureau.

Maine Veterans Memorial Cemetery. During the year 343 burials were made, of which 279 persons were veterans, 60 were spouses and 4 were dependent children and at the end of the year, 4,379 persons were buried in the cemetery. 175 reservations for burial were made by surviving veterans, spouses and dependent children and at the end of the year there were 2,473 reservations for future burial on file.

LICENSES, PERMITS, ETC.:

Certificate of Eligibility for Maine Veteran's Small Business Loan Program. The Bureau issues a Certificate of Eligibility to qualified Maine war veterans to make them eligible under the state guaranty program of the Maine Veteran's Small Business Program, administered by the Finance Authority of Maine.

PUBLICATIONS: (All free)

Maine Veterans Laws, 1984 Edition.
Informational Pamphlet on Veterans Financial Assistance.
Maine Veterans Memorial Cemetery (Brochure).
Guide to Maine Veterans Benefits, Revised June 1984.
1980 Maine Veterans Census.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VETERAN'S SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	490,726	490,726				
Health Benefits	31,459	31,459				
Retirement	74,772	74,772				
Other Fringe Benefits	2,447	2,447				
Other Contractual Service	109,099	106,935	749		1,415	
Rents	13,530	13,530	15,530			
Commodities	25,968	25,968				
Grants—Subsidies—Pensions	331,417	331,417				
Equipment	27,189	7,872	300		19,017	
Interest—Debt Retirement	15	15				
Transfers to Other Funds	37		13		24	
TOTAL EXPENDITURES	1,106,659	1,085,141	1,062		20,456	

CONTACTS AND CLAIMS
1984-85

	Augusta	Bangor	Caribou	Floating	Lewiston	Machias	Portland	Rockland	State Office	Togus	State Totals
Contacts	4386	12275	3287	1401	6702	5999	11025	6715	4469	8121	64380
VA Benefits	1930	9083	2758	26	6526	5992	10620	4320	342	5710	47307
State Benefits	2038	2404	1380	1808	1182	2623	3762	2904	4294	4274	26669
Initial Action	2162	778	874	1332	1404	488	1406	3750	1084	2438	15716
Follow-up	1402	2518	1244	274	3562	4094	2158	2516	1198	1998	20964
Info. Only	70	3600	1634	38	1570	1274	4000	464	1712	2938	17300
Referral To	83	984	168	64	300	128	838	338	132	966	4001
Letter	270	1242	780	604	778	1714	3649	2402	1320	412	13171
(T-8914) (F-4257)	245-25	1180-62	593-187	561-43	731-47	1371-343	1339-2310	1321-1081	1161-159	412-0	
Memo	264	940	1038	6	1300	1306	2118	968	262	486	8688
(T-6265) (F-2423)	264-0	940-0	446-592	6-0	1196-104	1136-170	1080-1038	455-513	256-6	486-0	
Counselor Visit	17	51	24	—	48	28	35	38	—	9	250
Meeting	7	4	7	1	3	5	4	5	30	51	117
Personal	1181	2895	765	89	2426	1350	2279	1545	137	1889	14556
Telephone	2200	6898	1685	930	3019	2177	3335	2908	3235	5111	31498
(T-10861) (F-20637)	771-1429	1320-5578	607-1078	176-754	537-2482	1193-984	1235-2100	1165-1743	1413-1822	2444-2667	
Mail Rec'd	1794	6952	1952	1140	5706	4858	5246	3090	7998	5270	44006
Claims Filed	81	197	70	—	200	130	235	77	—	—	984
Recoveries	$356,645	$787,803	$245,984	$—	$618,631	$431,794	$683,633	$356,203			$3,480,693
VFA Applications	110	58	14	57	61	37	86	54	—	—	477
Awards	41	42	16	45	54	28	69	51	—	—	346

	Contacts	Recoveries			
1975-76	72,951	2,439,016	1980-81	77,079	3,291,653
1976-77	76,532	2,692,080	1981-82	72,480	3,409,848
1977-78	71,552	2,734,035	1982-83	65,757	3,574,410
1978-79	85,116	2,834,258	1983-84	61,340	3,319,336
1979-80	77,424	3,101,986	1984-85	64,380	3,480,693

FISCAL REPORT OF BURIALS
JULY 1, 1984—JUNE 30, 1985
Maine Veterans Memorial Cemetery (MVMC)

TOTAL BURIALS FOR YEAR = 343

Vet	Spouse	Children
279	60	4

TOTAL RESERVATIONS FOR YEAR = 216

Vet	Spouse	Children
49	165	2

TOTAL RESERVATION FILLS FOR YEAR = 41

Vet	Spouse	Children
19	22	0

TOTAL UNFILLED RESERVATIONS DURING YEAR = 175

Vet	Spouse	Children
30	143	2

TOTAL BURIALS SINCE MVMC STARTED = 4379

Vet	Spouse	Children
3603	702	74

TOTAL RESERVATIONS MADE SINCE BEGINNING = 2833

Vet	Spouse	Children
634	2169	30

TOTAL RESERVATION FILLS SINCE STARTED = 361

Vet	Spouse	Children
140	217	4

TOTAL UNFILLED RESERVATIONS IN MVMC TO DATE = 2473

Vet	Spouse	Children
494	1953	26

MVMC CERTIFICATES OF ELIGIBILITY ISSUED = 205

In-State	= 173
Out-of-State	= 32

MONTHLY VETERANS EDUCATIONAL DEPENDENTS BENEFITS

State Supported Colleges		Private Colleges In-State		Private Colleges Out-Of-State		TOTAL
Future Enrollment	62	Future Enrollment	6	Future Enrollment	8	76
Ongoing Students	70	Ongoing Students	10	Ongoing Students	12	92
Outgoing Students	26	Outgoing Students	17	Outgoing Students	6	49
New Applications	69	New Applications	11	New Applications	10	90
Applications Granted	62	Applications Granted	6	Applications Granted	8	76
Denied Applications	7	Denied Applications	5	Denied Applications	2	14
Total Attendance	158	Total Attendance	33	Total Attendance	26	217

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

RODNEY L. SCRIBNER, COMMISSIONER
DEPARTMENT OF FINANCE AND ADMINISTRATION

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse Sta. #78, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 311; *Citation:* 5 M.R.S.A., Sect. 884

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Administration of the deferred compensation program with State departments, agencies, boards, commissions or institutions is under the direction of the Department of Finance and Administration. The Advisory Council on Deferred Compensation Plans was established to review the operations of the program and to advise the Department on matters of policy.

ORGANIZATION: The Advisory Council on Deferred Compensation Plans, established in 1973, consists of seven members, including the Commissioner of Finance and Administration as Chairman, the Insurance Superintendent and the Superintendent of Banks and Banking, ex officio, or their designees, and four State employees appointed by the Governor for terms of three years. The Council is required to meet at least once a year.

PROGRAM: In conjunction with the Advisory Council on Deferred Compensation Plans, the Department of Finance and Administration conducted open enrollment on a monthly basis.

PUBLICATIONS: *Maine State Employees Deferred Compensation Plan Booklet. Rev. 1984*

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

MAINE DEVELOPMENT FOUNDATION

RICHARD A. JALKUT, CHAIRMAN
HENRY BOURGEOIS, President

Central Office: One Memorial Circle, Augusta *Telephone:* 622-6345
Mail Address: One Memorial Circle, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 399; *Citation:* 10 M.R.S.A., Sect. 916
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: As specified in its enabling legislation, the purpose of the Maine Development Foundation is: "to foster, support and assist economic growth and revitalization in Maine...in complement to and in coordination with the economic development activities of the private sector, community and regional agencies and State government."

The Maine Development Foundation is a private, not-for-profit state-wide development corporation, supported financially by both private and public sources of funds, and operated under the direction of a Board of Directors drawing upon the leadership of the business, government, and education sectors. It was formed and is operated on the premise that an effective, goal-oriented partnership between private and public forces is an essential ingredient in successful economic development. In the pursuit of its mission, the Foundation stresses:

CONCENTRATED ACTION—As a development corporation, the Foundation allocates most of its energies and resources to a few activities and concentrates on results, "making things happen."

BROAD PERSPECTIVE—While focusing its resources, the Foundation operates with a state-wide perspective and sense of responsibility for advocating policies and actions generally supportive of business and economic development.

PARTNERSHIP—The Foundation mobilizes private and public resources and seeks to accomplish its objectives through a helping relationship with private interests, communities, and State, regional, and local development organizations.

CONTINUITY—The Foundation seeks to bring continuity to the economic development effort in Maine.

The Foundation commits its resources to activities where two criteria are met:

1. The objective(s) can be reached; economic development and business growth can happen or the environment for such growth will be enhanced.

2. The Maine Development Foundation can make a contribution not readily available from some other source.

ORGANIZATION: Enabling legislation (10 M.R.S.A. §915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. This legislation established the Foundation as a not-for-profit corporation with important new capabilities for stimulating economic development in Maine.

The Foundation has the powers of a private corporation, which allows the board of directors the freedom to establish and change the activities of the Foundation as it sees fit, and act decisively to take advantage of economic development opportunities. All but two of the Foundation's Board of Directors are elected by contributors to the Foundation. The Board includes both public and private members. This is designed to encourage the active participation of private business and local development interests, and establish the public/private partnership at the board level. This partnership has improved the Foundation's access to the private sector's ability to generate new business activity and has helped organize public and private resources to stimulate additional business activity in Maine.

The Board of Directors consists of fifteen people: twelve elected by the corporators and two appointed by the Governor. Of these fourteen, seven must come from among the public sector corporators and seven from among the private sector corporators. The president is appointed by the other directors and is the fifteenth director.

The funding provisions for the Foundation have encouraged the formation of the desired public/private partnership. The Foundation is financed equally by (a) contributions and (b)

appropriations from the General Fund. General Fund monies are available only to match contributed funds. The Foundation is dependent on being able to generate contributions, and every contributor has an opportunity to guide the Foundation's work through the Board of Directors. Individuals, corporations, counties, cities, towns, and other organizations can become corporators by contributing to the Foundation. Minimum contributions are $50/year for public corporators and $250/year for private corporators. Therefore, any individual or organization in Maine interested in economic development can help share the activities of the Foundation.

PROGRAM: The Foundation's Board of Directors is guided by the philosophy that beyond encouraging a partnership approach, the Maine Development Foundation seeks to bring continuity to the economic development effort in Maine (by virtue of its independence, corporate character, and close ties with the private sector) and has adopted the following goals and objectives for 1984:

Goals. To focus on results and making things happen; to enhance the growing partnership between the private and public sectors, and among state, regional and local development organizations, which is essential to success in the field of economic development; and to strengthen the Foundation as a major development institution in Maine by building a professional staff and a more permanent diversified financial base.

Objectives. There are four major objective areas.

Business Attraction: Undertake focused activities to attract expanding quality companies to include a Maine location in their expansion plans and to enhance the expansion potential of existing Maine companies.

Development Projects: Identify key development opportunities in Maine and get actively involved in a supportive way when the Foundation's involvement will facilitate the advancement of those opportunities.

Environment for Economic Development: With extensive input from corporators and other parties, compile factual information and analyze objectively issues which affect the prospect of sound economic development in Maine either positively or negatively; work toward enhancing our strengths and reducing the obstacles.

Development Services: Provide specific economic development services to individual entrepreneurs, business, and municipalities concentrating on situations where the Foundation's character and/or experience is of special significance.

Catalyze the establishment of an integrated export development effort drawing on the capabilities and interests of a wide cross-section of Maine companies.

PUBLICATIONS: (All free)

Annual Report, The Maine Development Foundation
Brochure—Synopsis of the Maine Development Foundation
Newsletters—Put out by the Foundation to its corporators periodically
Brochure—Basic Facts About the SBA 503 Program

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DEVELOPMENT FOUNDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	191,000	191,000				
TOTAL EXPENDITURES	191,000	191,000				

MAINE SCIENCE AND TECHNOLOGY BOARD

VENDEAN V. VAFIADES

Central Office: Augusta *Telephone:* 622-6345
Mail Address: One Memorial Circle, Augusta, Maine 04330
Established: August 10, 1984 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 399M; *Citation:* Exec. Order 2 FY 84/85

PURPOSE: The Maine Science and Technology Board provides leadership to stimulate the development and expansion of advanced technology industries in Maine and to assist Maine business in utilizing advanced technologies to improve their competitiveness. Primary Board functions are to identify and promote existing science and technology activities within the state, to develop new science and technology programs to assist Maine businesses, to increase public awareness and understanding of the need for businesses to use advanced technologies and to advise the Governor on other initiatives to assist Maine businesses in using technology to be more competitive. The Board works with appropriate state agencies, the University, VTI system and other public agencies to assure coordination of the state's technology development efforts.

ORGANIZATION: The Board consists of up to 13 members appointed by the Governor and those appointed during calendar year 1984 will serve through June 30, 1985. Thereafter, members will serve on a three-year staggered term. Membership includes leadership from business and industry, government, labor and education. The Directors of the State Development and Planning Offices and the Commissioner of the Department of Agriculture participate as non-voting members. The board is advisory to the Governor and administered by the Maine Development Foundation.

PROGRAM: The Maine Science and Technology Board meets on a monthly basis to conduct its business and is organized into task oriented subcommittees for special issues. The Board has engaged an Executive Director who is responsible for implementing Board policy and carrying out program objectives. The Board meets periodically with the Governor, University administrators, VTI administrators and other state and educational agencies to implement and coordinate technology related initiatives.

Entrepreneurship Initiatives. The Board contracted with the Maine Development Foundation to conduct a study to determine the potential of incubator development in the state of Maine. Incubator facilities are low-cost space developed to house a number of start-up or fledgling companies which could benefit from the sharing of high-quality professional services. A report was prepared that concluded incubators, if properly structured, could serve a pivotal role in the encouragement of entrepreneural activity and job growth. Recommendations included the need to market the concept as a mechanism for locally initiated and controlled economic development efforts; a carefully crafted feasibility study including a market analysis and business plan as a prerequisite to develop an incubator; the possible need for a seed capital fund to support company start-ups, and the commitment of state resources toward developing support services including improved telecommunication systems and university program availability.

Exploring the availability of equity financing resources, resulted in another report concluding that despite a significant increase in the activity of the institutional venture capital industry, two major gaps remain in the equity financing delivery system. These gaps are a scarcity of seed capital and the lack of an integrated network of private investors. Recommendations include determining the market feasibility of establishing a private investor network and documenting the specific need for seed capital from the experience of assisting fledgling businesses meet their financial needs.

Technology Transfer Priorities. State funding was available for grants to create public/private cooperative arrangements to promote technology innovation and transfer. Six cooperative projects between business and educational institutes were funded in the areas of biotechnology, fisheries innovation, hazardous wastes/material handling, technology transfer, computer applications, food products and processing development and engineering research applications.

Education Related Recommendation. The Board in cooperation with the Chancellor of the University of Maine established a business/university working committee to develop a plan for strengthening the University's capacity to respond to existing and emerging science and technology needs for Maine businesses and labor community. An implementation report will be completed in the fall stipulating issues, needs and a set of propositions for meeting those needs.

After a series of discussions with vocational administrators a series of recommendations were presented to the Governor's office regarding the vocational technical institutes. The major recommendations relate to encouraging the VTI's to remain flexible and responsive to emerging and changing business needs.

Future Activities. The Board will continue to work implementing the recommendations in the Technology Strategy Report, continue to build public awareness of technology issues, encourage technology transfer, and work to challenge the state's higher educational systems ability to respond to business needs.

PUBLICATIONS:

Technology Strategy for Maine
Entrepreneurship in Maine: A Proposal for Incubator Development
Entrepreneurship in Maine: Report on Equity Financing

FINANCES, FISCAL YEAR 1985: The expenditures of this Board are administered by the Maine Development Foundation.

STATE PLANNING AND ADVISORY COUNCIL ON DEVELOPMENTAL DISABILITIES

JOSEPHINE S. EMANUELSON, CHAIRPERSON
PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: Room 411, State Office Bldg., Augusta *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: October 1, 1974 *Sunset Review Required by:* June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 050; *Citation:* 34B M.R.S.A., Sect. 1211

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The primary purpose of the State Planning and Advisory Council on Developmental Disabilities is to improve and enhance the network of services available to developmentally disabled persons of all ages in Maine. The Council further serves as an advocate for persons with developmental disabilities (DD) by providing a public forum to offer consumers, parents and family members the opportunity to meet with state agency representatives and other providers to address the needs and concerns of developmentally disabled persons.

ORGANIZATION: The Maine State Planning and Advisory Council on Developmental Disabilities was established in 1971 by an Executive Order and by statute in 1981. The Council consists of twenty-five members appointed by the Governor or serving by virtue of their position in state government. Gubernatorial appointees are developmentally disabled persons, parents or other family members, and representatives of non-state provider agencies. The membership reflects a regional distribution across the state, as well as an attempt to equitably represent the various disabilities associated with the target population.

The Council is staffed by an Executive Director, a DD Planner, a Consumer Education Coordinator and a Secretary. In addition, planning, administrative and clerical support is provided as needed. Other sources of manpower, such as consultants, special projects, etc. are utilized as needed. The Council's subcommittees assist in determining its annual activities. The Legislative Sub-committee is responsible for reviewing legislation relating to developmentally disabled persons and for formulating the Council's legislative program. The Plan Development Sub-committee oversees the development of the State Plan. The Public Information and Education Sub-committee participates with the Department of Mental Health and Mental Retardation in determining the effectiveness of grants awarded to service providers.

PROGRAM: The following was attained as the Council addressed the objectives outlined in its plan. Child Development and Community Alternatives are the two priority service areas addressed by the Council in its current three-year plan for meeting the needs of and services for DD (Developmentally Disabled) Persons.

Major activities addressed within the area of Child Development are:

1. Prevention of developmental disabilities;
2. Early intervention into identified incidences of developmental disabilities;
3. Training, counseling, and support services for families of nandicapped children.

Major activities addressed within the area of Community Alternatives are:

1. Training and other support for services to autistic persons;
2. Further study of the needs of the 15-20 year old handicapped, special education population;
3. Information and education services for persons with epilepsy;
4. Replication of the Hospital Industries project as an employment related activity.

As part of the overall plan, the Council has conducted a significant public information effort, including public service messages for the media, a periodic newsletter, a school awareness program, a consumer education program, and a number of publications.

In FY 1985 the Council participated in:

1. **Implementation of Prevention Plan Recommendations.** Through the cooperation of the Council and the Departments of Education and Cultural Services, Human Services and Mental Health and Mental Retardation, the Select Committee on Prevention of Developmental

Disabilities, with staff support from Medical Care Development, Inc., developed a prevention implementation plan that included proposed legislation (L.D. 1385) for the prevention of developmental disabilities in Maine (Chapter 484, Public Laws 1985).

2. **Preventive Intervention.** Purchase of direct services for preventive intervention pilot sites which monitor the progress of infants identified "at-risk" because of established, biological, or environmental reasons. The pilot sites are in Washington and Oxford Counties. Each site will screen some 300 births per year, an estimated 20% will be "at risk" for services.

3. **Parent Training.** The Advocates for the Developmentally Disabled, (the Protection and Advocacy System in Maine) completed their third year of training for parents of preschool and school-age handicapped children.

4. **Diagnosis, Evaluation, and Education Services.** The Eastern Maine Medical Center's University Affiliated Project received funds from the Council and the Department of Mental Health and Mental Retardation to maintain components of the project in anticipation of federal and other funding. The project features diagnosis and evaluation of handicapped children and practica and internships for undergraduate and graduate students.

5. **Autism Training for Parents and Service Providers.** As part of a funding "package" from the Maine State Legislature, the Administration on Developmental Disabilities, the Council, and the Bureau of Mental Retardation began development of its services to autistic persons and their families. The Bureau was statutorily assigned responsibility for autistic persons by the 111th Maine State Legislature. The Council's grant is being used for training of parents and service providers in the community. The total "package" includes $150,000 from the National Administration on Developmental Disabilities and $125,000 from the 111th Maine State Legislature.

6. **Epilepsy Education and Information Services.** The Bureau of Mental Retardation and the Division of Maternal and Child Health collaborated with the Council to fund an expansion of the education and information network of the Pine Tree Epilepsy Association. Pine Tree is the Maine affiliate of the Epilepsy Foundation of America.

7. **Study on the Transitional Needs of the "Aging-out" Population.** In response to a survey conducted by the Maine Committee on the Problems of the Retarded, a *Select Committee to Address the Training and Employment Opportunities for Handicapped Persons Beyond School Age (Aging Out)* was established by the 111th Legislature. The Committee was charged to develop a five year plan to serve the transitional needs of handicapped students "aging out" of the public school systems. The plan will have "built in" continuing legislative oversight, by means of continuing reports to the Maine State Legislature. The Maine State Legislature also appropriated $375,000 for model transitional programs.

8. **Study on Head Injuries in Maine.** The Maine State Legislature also established the Maine Legislative Task Force on Head Injury for the purpose of identifying components of a comprehensive service system for head injured persons and to prepare recommendations for Legislative action. The Task Force's report has been published.

9. **Conferences.** The Council supported a second annual Family Weekend (June 23-24, 1985) for parents and families of special needs children from the northern and eastern parts of Maine. Another conference was the state-wide Fatherhood Forum, cosponsored by Oxford County Community Services and the Bank Street College of Education. The Maine Council joined other agencies in New England to put on a Regional "Infants at Risk" Conference in Portland.

PUBLICATIONS: All free (limited availability on asterisked items)

—DD Dispatch (The DD Council's newsletter)
—*A free, appropriate public education for handicapped children
—Insights: A Handbook for Parents of Children with Disabilities (Third Edition)
—Preventing Developmental Disabilities in Maine: Recommendations for Action. Prepared by Medical Care Development, Inc.
—*Three-Year State DD Plan 1984-1986
—Jargon and Acronyms: A Booklet of Descriptions and Definitions
—1984 Annual Report
—Special Education for Parents: Rights and Responsibilities
—*Every Child a Healthy Child: Report of the Select Committee for the Prevention of Developmental Disabilities. Prepared by Medical Care Development, Inc.
—*Making the Transition from School to Community Living: An Interim Report to the 112th Maine Legislature. By the Select Committee to Address Training and Employment

Opportunities for Handicapped Persons Beyond School Age. Prepared by Human Services Development Institute, USM.

FINANCES, FISCAL YEAR 1985: 34B MRSA Sect 1211 paragraph 2 provides that expenditures of this unit shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display.

EASTERN STATES EXPOSITION ADVISORY BOARD

AUSTIN H. WILKINS, CHAIRMAN

Central Office: 3 Blaine Avenue, Augusta *Telephone:* 623-8127
Mail Address: 3 Blaine Avenue, Augusta, Maine 04330
Established: June 15, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 01; *Umbrella:* 99; *Unit:* 430; *Citation:* 7 M.R.S.A., Sect. 403
Average Count—All Positions: 0 *Legislative Count:* 0

PROGRAM: The Eastern States Expo Advisory Board was created to assist and advise the Commissioner of Agriculture in the fulfillment of the department's responsibilities for the operation and maintenance of the State of Maine Building on the grounds of the Eastern States Exposition, West Springfield, Massachusetts.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

EDUCATIONAL LEAVE ADVISORY BOARD

DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333
Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 284; *Citation:* 5 M.R.S.A., Sect. 723
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Educational Leave Advisory Board was established to review and authorize requests from classified and unclassified State employees for educational leave of more than one week; to establish procedures for applying, processing and granting of such educational leave; and to maintain an up-to-date register of employees and their terms of leave.

ORGANIZATION: The Educational Leave Advisory Board consists of three members; the Commissioner of Personnel as Chairman, the Commissioner (or a designee) of the Department of Educational and Cultural Services, and one State employee appointed by the Governor for a term of three years. Members of the board receive no compensation for their services.

PROGRAM: During FY 1985 the Advisory Board processed twenty-six (26) requests for educational leave as follows:

—3 requests were disapproved
—2 requests provided brief extensions to leaves approved earlier
—1 request modified the conditions of a leave approved earlier
—7 requests were approved for part-time leave with full pay
—6 requests were approved for part-time leave without pay
—1 request was approved for a 2 week leave with full pay (workshop)
—4 requests were approved for full time leave without pay
—2 requests were approved for full time leave with half or partial pay

Recipients were from seven (7) different State agencies. Educational programs included:

Masters programs in Civil Engineering and Special Education; doctoral programs in Clinical Psychology and Counselling Psychology; and specialty licensing/certification programs—e.g., RN, LPN, and Recreation Therapy.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

EDUCATION COMMISSION OF THE STATES

CHARLES S. ROBB, GOVERNOR OF VIRGINIA, CHAIRMAN
State of Maine Contact: ROBERT E. BOOSE, Commissioner, Educational and Cultural Services

Telephone: 303-830-3600
Central Office: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80295
Mail Address: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80295
or Statehouse Sta. #23, Augusta, Maine 04333

Established: 1966 *Sunset Review:* Not Established

Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 317; *Citation:* 20A M.R.S.A., Sect. 603

Average Count—All Positions: 55 *Legislative Count:* 0

PURPOSE: Since education in the United States is primarily a state and local responsibility, the Education Commission of the States (ECS)—a nonprofit organization—was formed by interstate compact in 1966 to further working relationships among governors, state legislators and educators for the improvement of education at all levels. Forty-eight states, Puerto Rico, American Samoa, and the Virgin Islands are members of ECS. In its work with the states, the commission serves as a forum, a resource and a catalyst. It provides information on state-related education activities and, when appropriate, suggests options and alternatives to meet specific state needs. The commission also serves as a liaison between the states and the federal government.

ORGANIZATION: The legislature of each ECS member jurisdiction adopts the Compact for Education, an agreement between the states, and an enabling act, the instrument by which each member puts the agreement into effect. Seven representatives from each state constitute the operating body of the commission. These commissioners include the governor, two members of the state legislature selected by the respective houses and four persons selected by the governor who are active in education. All ECS commissioners meet annually. One commissioner from each member-state serves on the ECS Steering Committee, which is responsible for policy decisions between annual meetings.

Based in Denver, Colo., the commission has a staff of about 55 persons.

PROGRAM: ECS implements its program through its five departments. They are: Elementary and Secondary Education, Postsecondary Education, Research and Information, Communications, and Administrative Services. These departments administer some 16 projects on a wide range of education issues, including early childhood development, postsecondary planning, school finance, equal rights for women, corrections education and alcoholism prevention.

PUBLICATIONS:

State Education Leader
State Education Review
Issuegrams: Summaries of 43 Major Education Issues

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

ROBERT E. BOOSE, COMMISSIONER
RICHARD W. REDMOND, Deputy Commissioner

Central Office: Education Building, Augusta *Telephone:* 289-5800
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: April 2, 1931 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071; *Citation:* 20A M.R.S.A., Sect. 201

Average Count—All Positions: 895 *Legislative Count:* 940

Organizational Units:

Administration
State Board of Education
Maine State Museum (Bureau)
Maine Comm. on Arts and Humanities Bureau
Maine Historic Preservation Commission
Governor Baxter School for the Deaf
Bureau of Vocational Education
Bureau of School Management
Bureau of Instruction
Maine State Library (Bureau)

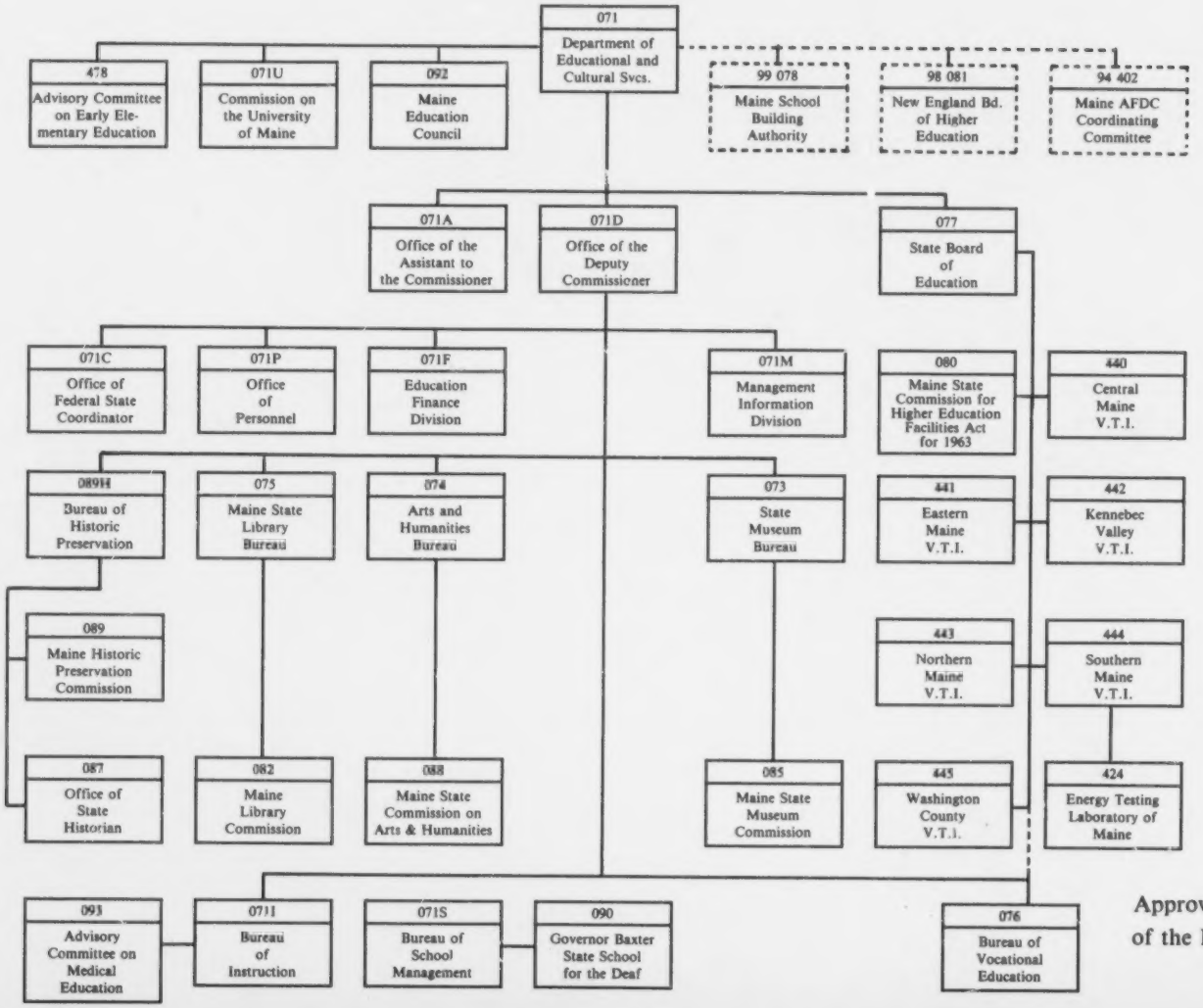
PURPOSE: The overall emphasis of this agency is to ensure that high quality educational and cultural services are available to all citizens of the State of Maine through comprehensive educational planning and leadership that relates such services to other social, economic, cultural and governmental programs and activities.

The Department of Educational and Cultural Services is authorized to supervise, guide and plan a coordinated system of public education for all Maine citizens; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to provide for a coordinated, integrated system of cultural resources programs and projects; to encourage and stimulate public interest in the advancement of education; to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level; to encourage in-service education and staff development for teachers in cooperation with local school officials; to compile and distribute copies of school laws to municipal and school officers; to prescribe the studies to be taught in the schools; to furnish record books to the school officers of each administrative unit for recording all matters relating to monies appropriated; to control and manage all public schools established and maintained by gifts or bequests; to perform all duties imposed by any charter granted by the Legislature to educational institutions in the State; to report annually to the Governor the facts obtained from school returns, with recommendations to promote the improvement of public schools; to inspect schools; to issue high school equivalency certificates; to produce or contract for educational television programs; to cooperate with the federal Department of Education in carrying out the Bilingual Educational Program Act; to approve schools with out-of-state enrollment; to enter into contracts for vocational education programs; and to certify teachers and other professional personnel for service in any public school in the State or any school that accepts public funds.

ORGANIZATION: The Department of Educational and Cultural Services originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850, and in 1852, County Commissioners of Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools, and in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872 the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement System.

ORGANIZATIONAL CHART
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES
UMB 05



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	20,298,224	15,100,497	1,032,994		4,164,733	
Health Benefits	1,057,050	805,917	41,776		209,357	
Retirement	3,183,599	2,427,036	150,326		606,237	
Other Fringe Benefits	74,259	56,027	3,153		15,079	
Computer Services—Comm.	8,265	651			7,614	
Computer Services—State	428,145	207,423	58		220,664	
Other Contractual Service	9,429,936	6,800,340	995,601		1,577,928	56,067
Rents	261,092	157,065	68,955		35,072	
Commodities	3,178,875	2,421,191	577,796		179,888	
Grants—Subsidies—Pensions	305,902,745	261,218,358	870,791		43,580,830	232,766
Buildings and Improvement	408,379	378,141	19,118		1,500	9,620
Equipment	985,462	612,625	80,563		197,595	94,679
Interest—Debt Retirement	843,296	308	8			842,980
Transfers to Other Funds	59,272,429	58,517,091	50,393		706,586	—1,641
TOTAL EXPENDITURES	405,331,756	348,702,670	3,891,532		51,503,083	1,234,471

In 1939, the Library and the Museum were separated from the Department to become independent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and Teacher's College Board, established in 1873 as the Board of Trustees of State Normal Schools. In 1961, the Board assumed the duties of the School District Commission which was created in 1957 to develop plans for the establishment of appropriate school districts in the State, and in 1967, normal school and teachers' college functions of the Board discontinued as these institutions became part of the University of Maine system. In 1969, the Vocational Rehabilitation Division, created in 1959 to be under the general supervision of the Board, was transferred to the Department of Health and Welfare.

The powers of the board were further diminished in State Government reorganization of 1971 when the Department of Education became the Department of Educational and Cultural Resources and the authority to appoint the commissioner was transferred from the board to the Governor with the advice and consent of the council. This reorganization also placed several previously independent State agencies within the administrative structure of the Department, including the Maine Education Council (created 1967), the Maine State Commission for the Higher Education Facilities Act of 1963 (created 1967), the Maine Advisory Council on Vocational Education (created 1955), the Maine School Building Authority (created 1951), the Governor Baxter State School for the Deaf (created 1876), the Maine State Commission on the Arts and Humanities (created 1965), the Maine State Library (created 1839) and the State Historian (created 1907).

In additional reorganization in 1973, the Department was renamed Department of Educational and Cultural Services and expanded to include the Maine Historic Preservation Commission (created 1971) and the State Board of Education. The role of the board was changed to be advisory to the Commissioner of Educational and Cultural Services, but with specific powers relative to the organization and administration of the State's public school system, and with responsibility for administration of the federal Higher Education Facilities Act of 1963 and, in 1974, of the Higher Education Act of 1965 through the Maine State Commission for the Higher Education Facilities Act of 1963 and the Maine Postscondary Education Commission (created 1974) respectively. Also in this reorganization, four agencies transferred to the Department in 1971 were established as statutory bureaus: State Museum (Bureau), Maine State Commission on Arts and Humanities, Maine State Library (Bureau) and Bureau of Vocational Education. Several other subdivisions have been created administratively since 1971 under the commissioner's authority to form such bureaus as he deems necessary to carry out the functions of the Department.

As of April 7, 1983, the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and is subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

PROGRAM: The Program of the Department is implemented through its component units.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	563,340	341,900			221,440	
Health Benefits	28,870	15,477			13,393	
Retirement	100,860	64,895			35,965	
Other Fringe Benefits	2,607	1,587			1,020	
Computer Services—Comm.	3,143				3,143	
Other Contractual Service	427,669	143,485			284,184	
Rents	2,124	1,272			852	
Commodities	6,336	−3,042			9,378	
Grants—Subsidies—Pensions	1,927,154	2,119			1,925,035	
Equipment	3,706				3,706	
Transfers to Other Funds	17,082	2,444			14,638	
TOTAL EXPENDITURES	3,082,891	570,137			2,512,754	

ARTS AND HUMANITIES BUREAU

ALDEN C. WILSON, EXECUTIVE DIRECTOR
BARBARA S. EVANS, Office Manager

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 074; *Citation:* 20A M.R.S.A., Sect. 202
Average Count—All Positions: 7 *Legislative Count:* 5

PURPOSE: The major purpose of the Arts and Humanities Bureau is to develop, expand and foster the growth of the arts on a statewide basis.

ORGANIZATION: The Arts and Humanities Bureau was established within the Department of Educational and Cultural Services with the governmental reorganization of 1972. The Maine State Commission on Arts and Humanities appoints, with the approval of the commissioner, the executive director of the Arts and Humanities Bureau, who serves for an indefinite term. His/her compensation is set by the Governor.

PROGRAM:

Institutional Support. This category is designed to provide funding to established professional, cultural organizations such as museums, music organizations and community arts agencies and to non-cultural organizations which may carry out cultural programs, such as schools, libraries, colleges, civic or service groups, chambers of commerce, recreation departments, etc. Grants have been awarded for exhibitions, music and film series, art and craft workshops, staff support and development, and arts programs with community impact or directed toward a special constituency never before reached by an arts event.

Artists in Residence. Funds are provided for residencies of professional artists in Maine schools and in alternative sites. The primary purpose of the program is to place professional working artists--visual artists, craftspeople, performing artists, poets, filmmakers, photographers, musicians—in settings which will help provide them with opportunities to work in schools and communities, and in working situations conducive to their continued artistic development. Residencies may be designed for a period of up to one year.

Maine Touring Artists. This program provides local sponsors of arts activities with lists of artists and performing groups willing to travel in the state to present performances, workshops, readings, and other services. Priority in funding is given to residencies of visual artists, crafts persons and media artists, for poets and writers readings, and residency series. The Maine Touring Program lists performing artists and groups in dance, music, puppetry and theater, as well as visual artists, media artists, and poets. All of the artists are Maine residents. All are experienced, trained professionals. Applications for this program are accepted throughout the year.

Community Arts. This program is designed to stimulate the growth of the arts in communities and to provide an innovative approach to the development of a broader range of arts activities, as well as providing support for continuing programs of proven quality. Through this program, federal and state funds are allocated for redistribution, or regranting, to a limited number of strong, stable community arts councils, in selected geographic areas across the state. These regional centers for community arts development have the responsibility for the development of criteria and the actual selection process for funding programs and projects in their respective geographic areas. In addition, efforts are made to coordinate programming activities with local cultural groups; to assist organizations in planning project guidelines and in establishing priorities; and to provide sponsor assistance. The central purpose of decentralized funding is to develop and make possible greater interest and participation in the arts at the local level.

Technical Assistance Program. Created in 1980, the purpose of this program is to provide business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development. Funds from the program helped to support the Canadian Program, a pilot project funded by the National Endowment for the Arts from August 1981 to August 1982 to facilitate the exchange of artists and cultural resources between New England and the eastern Canadian provinces.

Information. This program, new in 1982, was established to extend the communication network of the Commission by serving as a clearinghouse for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

Percent for Art/Art in Public Buildings. The Commission administers the state law, enacted in 1979 which provides funds for the acquisition of works of art for certain public buildings. The Commission maintains an Artists Registry containing slides of the work of over 800 artists for the program, which is available to the public for viewing at the Commission office.

Contemporary Arts Exhibition Program. In 1985 the Commission established a program of financial support for exhibitions that promote the work, in all media, of contemporary visual and crafts artists in Maine. Either juried or curated exhibitions are considered. This program is in addition to the Commission's other grant programs, and funding through it does not preclude funding from another.

PUBLICATIONS:

Calendar: A monthly calendar of arts and cultural events.

Newsletter: A summary of the important issues facing the arts in Maine, a bimonthly publication.

Maine Touring Artists Program: A booklet which provides a qualitative list of the performing, visual and literary artists that have been approved for participation in the program.

Cultural Directory: An index of cultural resources and organizations, republished approximately every two years.

Guide to Grants and Services: revised and republished on a yearly basis.

It's Easy to be Crazy on Weekends: an anthology of poetry written by Maine students as part of the Artist in Residence Program.

Teacher's Guide: an outline for teaching the writing of poetry, to be used in conjunction with the anthology.

New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

Non-Profit Arts Industry in Maine. A booklet based upon survey information dealing with the impact of the arts on Maine's economy.

Craft Fairs and Festivals: An annual brochure listing the major craft events in the state.

All are available from the Commission at no cost.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARTS AND HUMANITIES BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	132,372	111,381			20,991	
Health Benefits	6,735	5,217			1,518	
Retirement	22,440	19,144			3,296	
Other Fringe Benefits	467	383			84	
Other Contractual Service	107,619	61,624	356		45,639	
Rents	1,063	1,063				
Commodities	2,220	357			1,863	
Grants—Subsidies—Pensions	540,161	116,261			423,900	
Equipment	1,379	846			533	
Transfers to Other Funds	2,596		8		2,588	
TOTAL EXPENDITURES	817,052	316,276	364		500,412	

MAINE STATE COMMISSION ON THE ARTS AND THE HUMANITIES

JOHN SCARCELLI, CHAIRMAN

Central Office: 55 Capitol Street, Augusta; *Floor:* 1 & 2 *Telephone:* 289-2724
Mail Address: Statehouse Sta. #25, Augusta, Maine 04333

Established: May 11, 1966 *Sunset Termination Scheduled to Start by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 088; *Citation:* 27 M.R.S.A., Sect. 401

Average Count—All Positions: 6; 5: State; 1: Federal *Legislative Count:* 5

PURPOSE: The purposes of the Commission are several. It is the Commission's duty to take such steps as may be necessary and appropriate to encourage and stimulate public interest and participation in the cultural heritage and programs of our State and to expand the State's cultural resources; to encourage and assist freedom of artistic expression essential for the well-being of the arts; to make such surveys as may be deemed advisable of public and private institutions engaged within the State in artistic and cultural activities, including, but not limited to, music, theatre, dance, painting, sculpture, architecture, literature, history and allied studies; and to make recommendations concerning appropriate methods of encouraging participation in and appreciation of the arts to meet the needs and aspirations of persons in all parts of the State. The Commission also acts in an advisory capacity relative to the creation, acquisition, construction or erection by the State of any work of art. It must file with the Governor, within 30 days, its opinion of such proposed work of art together with such suggestions and recommendations as it may deem proper. The term includes any painting, portrait, mural, decoration, stained glass, statue, tablet, bas-relief, ornament, fountain or other article or structure

of a permanent character intended for decoration or commemoration, but shall not include "historical materials" administered by the Maine State Museum Commission. The Commission is also responsible for monitoring the selection process of artwork commissioned under the Percent for Art Act (Art in Public Buildings).

ORGANIZATION: The Maine State Commission on the Arts and the Humanities consists of not less than 15 nor more than 21 members, broadly representative of all artistic and cultural fields, to be appointed by the Governor from among citizens of Maine who are widely known for their competence and experience in connection with these fields. In making such appointments, due consideration must be given to the recommendations made by representative civic, educational and professional associations and groups concerned with or engaged in artistic and cultural fields generally.

The term of office of each member is 3 years. Other than the chairman, no member of the commission who serves 2 full 3-year terms shall be eligible for reappointment during the one-year period following the expiration of his second such term. The Governor designates a chairman and a vice-chairman from the members of the Commission, to serve as such at his/her pleasure. The chairman is the presiding officer of the Commission. All vacancies are filled for the balance of the unexpired term in the same manner as original appointments. The members of the Commission do not receive any compensation for their services, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties as members of the Commission.

PROGRAM: The Commission appoints advisory panels to work in conjunction with the Arts and Humanities Bureau staff while making grant funding determinations. All of the granting activity of the Bureau is presented to the Commission for ratification or rejection. Similarly, the Commission initiates many Bureau activities.

The Institutional Support grant program, which utilizes a major portion of the Commission's federal program monies, accepts applications from non-profit organizations throughout Maine for projects in the arts and humanities. Grants are awarded on a matching basis with a minimum requirement of 50/50 matching. In practice, grants are well overmatched with a ratio of one state or federal dollar to every two and a half private dollars. Other programs include touring artists; Artist in Residence; aid for development of crafts, film, dance, theatre, mime, music, visual arts; art conservation; contemporary arts exhibition program; tradition/folk arts pilot project; and administration of the Percent for Art Program.

Special grants are awarded for projects that address the particular needs of the arts as defined by the Commission. These projects are developmental in nature and are funded by special grants from the National Endowment for the Arts and from funds reserved from the Commission's budget until they move from the developmental phase and are incorporated into the established programs of the Commission.

In addition, the Technical Assistance Program, created in 1980, provides business, marketing, legal and technical advice to arts organizations and artists. It offers aid in the form of consultants, workshops and conferences, and provides assistance with financial development. Funds from the program helped to support the Canadian Program, a pilot project funded by the National Endowment for the Arts from August 1981 to August 1982 to facilitate the exchange of artists and cultural resources between New England and the eastern Canadian provinces.

The Information Program, new in 1982, was established to extend the communication network of the Commission by serving as a clearing house for news of the arts in the state, and maintaining regular contact with the media. It generates the Commission's publications, offers advice to the field regarding design, publicity and promotion, and is responsible for implementing the Commission's participation in the National Information Systems Project (NISP), a computerized mailing list, grants, and facilities information system for state arts agencies.

PUBLICATIONS:

Calendar: A monthly calendar of arts and cultural events.

Newsletter: A summary of the important issues facing the arts in Maine, a bimonthly publication.

Maine Touring Artists Program a booklet which provides a qualitative list of the performing, visual and literary artists that have been approved for participation in the program.

Cultural Directory: An index of cultural resources and organizations, republished approximately every two years.

Guide to Grants and Services: revised and republished on a yearly basis.

It's Easy to be Crazy on Weekends: an anthology of poetry written by Maine students as part of the Artist in Residence Program.

Teacher's Guide: an outline for teaching the writing of poetry, to be used in conjunction with the anthology.

New England Touring Program: A booklet listing performing arts attractions available to audiences in the six state region.

New England Visual Arts Touring Program: A booklet describing a variety of quality art exhibitions available, at a minimal cost, to organizations throughout the six state region.

Non-Profit Arts Industry in Maine: A booklet based upon survey information dealing with the impact of the arts on Maine's economy.

Craft Fairs and Festivals: An annual brochure listing the major craft events in the state.

All are available from the Commission at no cost.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Arts and Humanities Bureau.

OFFICE OF THE ASSISTANT TO THE COMMISSIONER

LOIS A. WHITCOMB, ASSISTANT TO THE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-5803
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071A; *Citation:* 20A M.R.S.A., Sect. 202

PURPOSE: The primary responsibility of this office is to assist the Commissioner in carrying out the policy-making and administrative functions of the Department; to supervise the ECIA Chapter 2 (Block Grant) Program; to supervise and guide the public information, printing, and mailing services provided by the Department; and to serve as a liaison with offices and organizations at the federal level regarding education and cultural concerns.

ORGANIZATION: The office was administratively created in 1971 and is statutorily authorized within the Commission's Office. The major purpose has been to assist the Commissioner in carrying out the policy-making and administrative functions of the Department with additional administrative functions assigned at the discretion of the Commissioner.

PROGRAM:

ECIA Chapter 2 (block grant) program. This program consolidates twenty-eight federal elementary and secondary categorial programs into a single state block grant. Eighty percent of the funds are distributed to local education agencies according to a formula based on public and private school enrollment figures, adjusted by higher per pupil allocations for economically disadvantaged students. Twenty percent of the grant is reserved for state leadership projects and administrative costs.

Special Services/Public Information Unit. This unit is responsible for the dissemination of information about public education in Maine to a statewide audience and is composed of a public information unit, duplication center and mail services. Implementation of the public information effort is through news releases, special publications, newsletters and compilations of Maine education laws.

PUBLICATIONS:
Maine Insight—free

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

COMMISSION ON THE UNIVERSITY OF MAINE

CHARLES LAWTON, EXECUTIVE DIRECTOR

Central Office: Governor's Office *Telephone:* 289-3531
Mail Address: Statehouse Station #1, Augusta, Maine 04333
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071U; *Citation:* Chapter 839, Public Law, 1983
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Visiting Committee to the University of Maine was established to review:

A. the overall mission, goals, organization, financing, and program priorities of the University for the remainder of the century;
B. its principal activities, including teaching, research, and public service, and the quality of their delivery;
C. the principles and processes by which it is governed, and by which the program activities on the several campuses are planned, developed, and coordinated;
D. the distinct mission and role of each campus within the system;
E. the current allocation of the system's financial resources, and the opportunities to reallocate them better to meet the needs of Maine people.

ORGANIZATION: The Visiting Committee consists of eleven volunteers appointed by the Governor, an Executive Director and a part-time secretary.

PROGRAM: The Visiting Committee met monthly throughout FY 85. It visited each University campus, met with the University Board of Trustees, the Chancellor, the State Board of Education, representatives of the State's V.T.I. system, and legislative, education, business, labor and community leaders concerned with higher education in Maine. It reviewed studies of higher education conducted by 17 other states and several national organizations. It reviewed and analyzed a great deal of information on Maine's university system and those of other states, including accreditation reports, enrollment, expenditure, employment data and campus catalogues and plans.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON THE UNIVERSITY OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	29,108	29,108				
Health Benefits	1,059	1,059				
Retirement	5,081	5,081				
Other Fringe Benefits	120	120				
Other Contractual Service	21,614	21,614				
Rents	53	53				
Commodities	563	563				
TOTAL EXPENDITURES	57,598	57,598				

ADVISORY COMMITTEE ON EARLY ELEMENTARY EDUCATION

DR. WILLIAM RICHARDS, DIRECTOR OF CURRICULUM
JENIFER VAN DEUSEN-HENKEL, CONSULTANT

Central Office: DECS, Augusta *Telephone:* 289-5989
Mail Address: Statehouse Station #23, Augusta, Maine 04333

Established: December 1984

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 478; *Citation:* 20A M.R.S.A., Sect. 260

PURPOSE: The purpose of the Early Education Advisory Committee (EEAC) is to offer suggestions and/or recommendations with regard to critical early childhood education issues in the State of Maine which should be targeted by the Department of Educational & Cultural Services.

ORGANIZATION: This committee meets regularly. Meetings are planned and facilitated by one of the two consultants (or by the Director of Curriculum). Decisions are made by consensus whenever possible.

This committee is composed of practitioners with specialized knowledge in this field. Members include an assistant professor, two principals, a language arts consultant, a reading director, a guidance counselor, a classroom teacher, and a superintendent. DECS staff serve on the committee also. Members serve a two-year term and are selected from the field by the committee.

PROGRAM: The major goals and objectives of the Early Education Advisory Committee (EEAC) focus on improving the quality of early elementary educational programs in the State of Maine. This body offers advice, recommendations and/or suggestions to DECS staff.

This year members of this Committee have participated in the hiring of two consultants. Members will also be providing assistance in the production of a K-3 curriculum guide and a statewide conference.

PUBLICATIONS: Will have available, by at least October, "Early Childhood Education: Programs that Work". A booklet describing programs begun with Early Childhood Plan Grant Funds.

FINANCES, FISCAL YEAR 1985: "Section 2, 20-A, MRSA #260, 2-D" provides that expenditures of this unit shall be borne by the Bureau of Instruction and are, therefore, included in its financial display.

STATE BOARD OF EDUCATION

JANE de FREES, CHAIRPERSON
CAROL WISHCAMPER, Vice Chairman

Central Office: Education Bldg., Augusta *Telephone:* 289-5800
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: August 6, 1949 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 077; *Citation:* 20A M.R.S.A., Sect. 401
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Educational and Cultural Services in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public schools; to approve the formation of School Administrative Districts; to establish, maintain and operate State technical and vocational institutes and schools of practical nursing; to act upon applications for additions to and dissolution of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to adjust subsidy to an administrative unit when the expenditures for education in such unit show evidence of manipulation to gain an unfair advantage or adjudged excessive; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of regional technical and vocational centers; to approve standards for school construction; to approve projects for State construction aid; to approve the formation of community school districts; to approve isolated secondary schools; to obtain information regarding applications for granting degrees and make recommendations to the Legislature; to recommend funds to the Bureau of the Budget for equalization of educational opportunity; to establish a student loan insurance program; to serve as the State agency for administering Federal funds; to serve as an appeals board for unclassified personnel; and to establish the certification standards for teachers and other educational personnel.

ORGANIZATION: The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Council. Effective July 1, 1972 the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and to confirmation by the Legislature.

PROGRAM: At its July 1984 meeting, the State Board of Education granted postponements in the establishment of a National School Lunch Program in each of the units listed from September 1, 1984 to August 31, 1987 to Alexander, Islesford School, Longfellow School, Monhegan School, Wesley School and the Viola Rand School. In other action the Board approved an increase from $20 a semester hour to $25 a semester hour for credit courses offered through adult education at the vocational-technical institutes and authorized Southern Maine Vocational-Technial Institute to proceed with the establishment of a Veterans All Faith Chapel on the SMVTI campus.

In August, the Board approved the agreement for Rome to join School Administrative District 47 with an effective date of January 1, 1985. The Board approved an amendment to the rules of the Maine Guaranteed Student Loan Program to allow a student borrower to file an application with a lender 30 days prior to the end of the academic period and to make provision for the granting of exceptions to this rule when justified. The Board approved for a period beginning September 1, 1984 and ending January 1, 1989 the request from Loma Linda University to offer in Maine an academic credit program leading to the attainment of the degree, Master of Public Health. The Board approved the Cooperative Education Program at Bucksport High School. The Board approved the lease of the Northern Maine Vocational-Technical Institute chapel to Temporary Shelter for the Homeless, Inc. The Board accepted the recommendation of the committee to name the Fairfield campus of Kennebec Valley Vocational-Technical Institute the Bernard A. King Campus.

In September, the Board approved the request from Hawthorne College to offer in Maine the program Associate in Science and Bachelor in Science in Aeronautics and the Bachelor in Science in Aviation Management for a period beginning September 1984 and ending September 1988 with a written progress report to be provided to the State Board of Education by September 1, 1986. The Board gave final approval to the agreement for Byron to withdraw from SAD 43. The Board approved the request from the University of Connecticut to add four methods courses to those basic and elective courses previously approved as part of the credit requirements leading to the attainment of the Degree, Master in Social Work. The Board authorized the Department of Educational and Cultural Services to begin the Administrative Procedures Act process for a proposed rule governing the issuance of a temporary master teacher certificate. The Board adopted a process and timeline for the development of rules and regulations relating to administrator certification standards. The Board approved the appointment of Barbara Woodlee as Director of Kennebec Valley Vocational-Technical Institute effective August 27, 1984.

In October the Board authorized the MDECS to negotiate special program school construction projects' budgets up to $600,000, effective with the February 1985 State Board of Education meeting. The Board rescinded the State Board of Education vote of August 8, 1984, approving the agreement for Rome to join School Administrative District 47, and amended the agreement by changing the effective date from January 1, 1985 to July 1985. The Board voted to amend the motion approved by the State Board of Education on September 12, 1984 by changing the date that Byron will vote on withdrawal from SAD 43 from November 13 to November 6, 1984. The Board granted permission to initiate the Administrative Procedure Act process to amend the rules for processing applications for postsecondary academic credit course/program offerings. The Board voted to authorize the Chairman to communicate in writing to the advisory committee on pilot programs for teacher certification the position that matters relating to collective bargaining are to be kept separate and apart from the State Board of Education's role in approving teacher certification pilot projects.

In November the Board approved the recommendations of the Certification Pilot Project Advisory Committee for the funding of pilot project sites. The Board granted permission to the MDECS to initiate the Administrative Procedure Act process to amend certain rules of the Maine Guaranteed Student Loan Program as these relate to residency status, late disbursements and the progress rule exception process. The Board authorized the Eastern Maine Vocational-Technical Institute administration to implement a student internship program for a period of one school year, effective school year 1984-85, and requested that a report of the effectiveness of the project be submitted to the State Board on or before its meeting in July 1985. The Board approved a tuition waiver starting with the 1984-85 school year for dependent children of Directors and Assistant Directors at the six vocational technical institutes, consistent with the waiver granted to the faculty and administrative unit members through the collective bargaining process.

In December the Board approved the rules governing Temporary Master Teacher Certificates to become effective January 1, 1985. The Board adopted emergency rules dealing with the selection and awarding of grants to pilot sites. The Board ratified the vote of November 14 selecting thirteen pilot project sites and approved the selection of ten administrative units as pilot project sites which will not be entitled to a state grant. The Board approved the certified funding level of FY 1985-86 for the total allocation of $516,757,928. The Board approved the certified funding level for FY 1985-86 for adjustments at $3,450,000. The Board granted approval for postponing the establishment of a National School Lunch Program from August 31, 1985 to August 31, 1988 to Portland, Cliff Island School and Matinicus Island School. The Board approved the amendments to the rules for processing applications relating to postsecondary academic

credit course/program offerings to be made in Maine. The Board voted to recommend to the joint legislative committee on education that Yacht Design Institute schools be granted the authority to confer the Associate Degree in Applied Science through its residential program. The Board approved the five year continuation of the programs at Vocational Region 7 in Waldo County.

In January of 1985 the Board approved the amendments to certain rules utilized in the conduct of the Maine Guaranteed Student Loan Program to be incorporated within the program as these specifically relate to student residence status, late disbursements and the progression rule exception process. The Board approved the request from the University of Connecticut School of Social Work to offer in Maine the course Groupwork IV, a second year casework course, and field work courses with the understanding that this and all prior approvals shall expire on July 1, 1986. The Board approved the request from the City of Ellsworth to rename the Ellsworth Vocational Center as the Boggy Brook Vocational School. The Board approved the donation of $5,500 from an anonymous donor to Southern Maine Vocational-Technical Institute.

In February, the Board voted to approve Commissioner Robert Eugene Boose's proposal to test out concepts for upgrading administrator certification in the field as a parallel to the Board's continuing work on rules and regulations. The Board requested that the Commissioner report to the Board on a monthly basis and that the recommended study be completed by April 1986. The Board accepted and approved a VTI management plan. The Board adopted guidelines for use in the event of the need for reduction in programs as a result of the Carl D. Perkins Vocational Education Act.

In March the Board voted to send a letter to the National Associaton of State Boards of Education expressing concern over a joint venture undertaken by NASBE and the National Tobacco Institute in the printing of a booklet directed to youth. The Board voted to send a letter to President Reagan and to Maine's Congressional Delegation with regard to proposed cuts in the Guaranteed Student Loan Program. Endorsed the concepts of preparation and experience requirements for administrator certification in Maine as agreed upon by the Board's subcommittee on administrator certification. The Board voted to accept for certification purposes graduates of any Maine institution currently approved or obtaining approval under State, NASDTEC or NCATE standards through June 1987. The Board voted to meet separately as the State Board for the VTIs. The Board voted to recommend to the joint legislative committee on education that the University of New England be granted the authority to confer the Associate Degrees in Arts, Sciences and applied science, and the degree Master of Science. The Board voted to approve the continuation of the programs at the Boggy Brook Regional Vocational Center in Ellsworth and the two vocational programs located at Mount Desert Island High School for a period of five years. The Board adopted the findings of the Department of Educational and Cultural Services dated March 5, 1985 on the delivery of psychological services in Maine elementary and secondary schools.

In April the Board approved for a period ending September 1, 1989 the request from the Boston University School of Theology to offer in Maine seven academic credit courses leading to the attainment of the degree Doctor in Ministry. The Board officially accepted the philosophy, mission statement and goals for Secondary Vocational Education. The Board authorized the Department of Educational and Cultural Services to begin the Administrative Procedure Act process with regard to action the State Board of Education took on program approval standards at its March 13, 1985 meeting.

In May the Board voted to accept the responses of the State Board of Education to the recommendations in the annual report of the Maine Advisory Council on Vocational Education. The Board approved a Class I tractor trailer course to be offered at Vocational Region 3 at Lincoln.

In June the Board approved the expansion of the welding program at Eastern Maine Vocational-Technical Institute. The Board approved a one-year suspension and subsequent reorganization of the commercial fishing program at Washington County Vocational-Technical Institute. The Board approved the satelliting of the practical nursing program at Eastern Maine Vocational-Technical Institute to Washington County Vocational-Technical Institute for one year and to the extent possible with non-State funds. The Board approved a pre-technical preparatory program at Eastern Maine Vocational-Technical Institute. The Board approved a new fee schedule for credit courses offered through adult education at the VTIs reflecting a 25 cent per hour increase in the apprenticeship fees and a 12-semester hour full time load. The Board approved revisions to the VTI room and board rates for the school year 1985-86.

The Board approved the payment of $980.00 from tuition revenue for a North American Indian student at Eastern Maine Vocational-Technical Institute to Mid-Maine Medical Center at Waterville, Maine. The Board tabled action until receipt of the Supreme Court decision in the Madison Tolerance Case of any consideration of Board action similar to the policy issued by the Minnesota Board of Education on the freedom to teach, to learn and to express ideas in the public schools. The Board voted to ratify the contract for the VTI Administrative Unit subject to approval by the membership.

SCHOOL CONSTRUCTION: The Board approved a total of $24,133,850 in school construction projects during the past fiscal year.

LICENSES, PERMITS, ETC.:

Permit:
- Out of State Correspondence Schools

Registration:
- Private Schools

Certification and Placement Section

Certification:
- Teachers
- School Nurse
- Driver Education
- School Librarian
- School Principal
- School Superintendent
- Counselor
- Vocational Instructor

FINANCES, FISCAL YEAR 1985: 20A MRSA, Section 404 provides that expenditures of this unit, shall be borne by the Department of Educational and Cultural Services and are, therefore, included in its financial display.

MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

ROBERT EUGENE BOOSE, COMMISSIONER
FRED DOUGLAS, Director of Higher Education Services

Central Office: 9 Weston St., Augusta *Telephone:* 289-2183
Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

Established: 1967 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 080; *Citation:* 20-A M.R.S.A., Sect. 10501-10502

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The major goal of the Maine State Commission for Higher Education Facilities Act of 1963 is to ensure adequate opportunity for higher education and enable the most equitable and efficient use of educational resources through provision of comprehensive planning and financial assistance to all public and private post-secondary education institutions in the State of Maine.

The Maine State Commission for Higher Education Facilities Act of 1963 is authorized to conduct either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine, as well as to establish or to amend plans, rules and regulations agreeable to the Act, and to accept and disburse all monies in accordance with said Act.

The Maine State Commission for Higher Education Facilities Act of 1963 administers many federal assistance programs for Maine post-secondary education institutions which include: Title VII of the Higher Education Act of 1965 — grants for construction, renovation, accessibility to the handicapped, and energy conservation.

ORGANIZATION: The Higher Education Facilities Act of 1963 necessitated the formation of a State Commission to administer the federal funds allotted for post-secondary school construction and equipment grants in Maine. Governor John H. Reed designated the existing State Board of Education to serve as this Commission.

The Maine State Commission for Higher Education Facilities Act of 1963 was authorized by Executive Order in 1967. The Bureau of School Management, Division of Higher Education Services, administers all funds made available through the Facilities Act now conducted within the framework of the Higher Education Act of 1965.

PROGRAM: Financial Assistance to Construct or Remodel Facilities to meet the needs of the Handicapped (Title VII, HEA).

Funds have been authorized to enable institutions to construct and/or remodel facilities to meet codes for areas for the handicapped. During FY 85 no funds were actually appropriated and thus, no activity was conducted.

FINANCES, FISCAL YEAR 1985: No funds were available in FY 85.

ENERGY TESTING LABORATORY OF MAINE

Telephone: 799-7303
Telex: 887274

Central Office: Tripp Bldg., Southern Maine Vocational Technical Institute, Fort Road
Mail Address: Southern Maine Vocational Technical Institute, Fort Road, So. Portland, Maine 04106

Established: 1976 *Sunset Review:* Not Established

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 424; *Citation:* 20-A M.R.S.A., Sect. 10201

Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Energy Testing Laboratory of Maine is a nationally accredited and recognized laboratory. Its reports are recognized by the International Conference of Building Officials (ICBO), the Building Officials and Code Administration International, Inc., (BOCA) and by the Southern Building Code Congress International, Inc. (SBCCI).

In addition to the recognition of these three regional code organizations, ETLM reports are accepted by twenty-four states, and the Province of Alberta, Canada.

ETLM was created in 1976 to test for safety central heating equipment for the Maine Oil Burner Men's Licensing Board, now the Maine Oil and Solid Fuel Board. That program led to expanded activities including the testing of central heating appliances, radiant stoves and other devices. Since its creation, the Lab has tested and listed more than 600 different appliances in its Product Listing Directory. It has done work for more than 200 companies from the United States, and nineteen foreign countries.

ETLM which has always been located on the grounds of the Southern Maine Vocational Technical Institute evolved from the heating and air-conditioning program of the VTI.

ORGANIZATION: Effective July 5, 1983, ETLM became an integral part of SMVTI and has the authority, among others, to conduct tests, list products, supply labels, make reports, provide consultant services, conduct educational programs, and provide other services consistent with the overall goals and objectives of ETLM.

The goals and objectives of ETLM are to provide those services which, among others, will meet the safety needs of industry and the public regarding the quality of construction of products tested by ETLM, the maintenance of high standards for testing conducted by ETLM, and the provision of educational and other consultant services, and will merge with the educational goals and objectives of SMVTI.

FINANCES, FISCAL YEAR 1985: The Laboratory receives fees to cover expenses, which are included in the Southern Maine Vocational Technical Institute account for Energy Testing Programs.

OFFICE OF FEDERAL-STATE COORDINATOR

GREG SCOTT, FEDERAL-STATE COORDINATOR

Central Office: Education Building, Augusta *Telephone:* 289-5801
Mail Address: Statehouse Station #23, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071C; *Citation:* 20A M.R.S.A., Sect. 202

PURPOSE: This unit oversees all legislative activity for the Department with the Legislature and the Governor's Office and is the legislative liaison to the State Board of Education. The unit is responsible for Department coordination with state and educational associations and school administrative units. The unit is the Commissioner's liaison for state governmental relations. The unit serves as the liaison to the Governor Baxter School for the Deaf for the Department. The unit is responsible for the affirmative action functions of the Department.

ORGANIZATION: This unit reports directly to the Office of the Deputy Commissioner. The federal liaison responsibility as well as that of planning, research and evaluation were added to the unit's responsibilities in August, 1980. The Governor Baxter School for the Deaf liaison responsibility was added in 1982. The affirmative action responsibility was added in 1983.

PROGRAM:

Governor Baxter School for the Deaf Liaison. This unit is the Department's administrative and policy liaison to the GBSD. It is in turn, GBSD's liaison to the Commissioner and the Legislature.

Affirmative Action Unit. This unit is responsible for providing laws, regulations, and procedures (both State and Federal) to local school districts throughout Maine. The unit works in cooperation with the Affirmative Action Officer for Vocational Education, the Department's Personnel Officer, the Office of the Attorney General, the State Personnel Affirmative Action Coordinator, the Maine Human Rights Commission, the U.S. Office of Civil Rights, the Maine Commission for Women, and the U.S. Department of Education.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Department of Educational and Cultural Services.

EDUCATION FINANCE DIVISION

STANLEY R. SUMNER, DIRECTOR

Central Office: Education Bldg., Augusta *Telephone:* 289-5825
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071F; *Citation:* 20-A M.R.S.A., Sect. 202

PURPOSE: The major purpose of the Division of Finance is to provide centralized control over the fiscal operations of the department. Fiscal operations include: budget preparation and monitoring, receipt and deposit of revenues, pre-audit of expenditures, control over equipment and supplies, fiscal analysis, reporting and auditing.

ORGANIZATION: There are three sections within this Division: Budget Control Section, the Accounting and Reporting Section and the Audit Section.

PROGRAM: The Division accomplishes its purpose with an organization and system designed to support the goals and objectives of the various programs of the department while applying sound fiscal management principles.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's acocunts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EDUCATION FINANCE DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	251,197	251,197				
Health Benefits	14,076	14,076				
Retirement	40,741	40,741				
Other Fringe Benefits	1,149	1,149				
Computer Services—State	12,100	12,100				
Other Contractual Service	17,531	17,531				
Rents	1,297	1,297				
Commodities	—4,648	—4,648				
Grants—Subsidies—Pensions	28,224	28,224				
Equipment	533	533				
Transfers to Other Funds	58,394,640	58,394,640				
TOTAL EXPENDITURES	58,756,840	58,756,840				

GOVERNOR BAXTER SCHOOL FOR THE DEAF

PAMELA TETLEY, SUPERINTENDENT
WILLIAM J. DUNNING, Business Manager

Central Office: Mackworth Island, Falmouth *Telephone:* 781-3165
Mail Address: P.O. Box 799, Portland, Maine 04104—0799 TDD: 781-3331
Established: 1876 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 090; *Citation:* 20A M.R.S.A., Sect. 7503
Average Count—All Positions: 100 *Legislative Count:* 112

PURPOSE: The Governor Baxter School for the Deaf was established for the purpose of providing an educational and residential program for deaf children from Maine. The school is also responsible for providing assistance to educators of hearing impaired children who attend public school programs in Maine.

The Governor Baxter School for the Deaf meets School Approval Standards developed by the Maine State Department of Educational and Cultural Services and is also accredited by the Conference of Educational Administrators serving the Deaf.

ORGANIZATION: The Governor Baxter School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It was operated as a part of the Portland School System until 1897. At that time, the City of Portland deeded the land and buildings on Spring Street to the State of Maine and the School became known as the Maine School for the Deaf within the Department of Institutions. When the Bureau of Institutions was dissolved, the school was placed in the Department of Mental Health and Corrections where it remained until transferred to the Department of Educational and Cultural Services.

Former Governor Percival P. Baxter donated Mackworth Island to the State of Maine in 1943. Later he was influenced by deaf persons to help find a new site for the school when it had outgrown its Spring Street location. In 1953, the Legislature granted funds for the construction of a new school and, along with funds donated by former Governor Baxter, the school was constructed on Mackworth Island.

PROGRAM: The academic program which includes pre-school, elementary, mid-school and high school serves approximately 75 students at the school. About 25% of these students are partially mainstreamed into Falmouth and other nearby towns. A comprehensive support system is provided for mainstream students and teachers. A comprehensive language-based curriculum continues in the elementary and mid-school programs. Another Artist-in-Residence Program was sponsored by the Maine Commission on the Arts and Humanities. The "HUG Team", a substance abuse team established last year with the assistance of the Division of Alcohol and Drug Education, continues to increase awareness and understanding of issues related to chemical dependency. The HEX (Health and Sex Education) Team, composed of staff, parents, students, and community members is in the initial stages of designing and developing a comprehensive health and sex education curriculum appropriate for hearing impaired students K-12. A classroom based speech program has been established. Computer literacy courses have expanded to mid-school and elementary students, as well as school staff.

The vocational program which includes computer science, career education, work-study, and vocational counseling is designed for mid-school and high school students. Selected students attend Portland Regional Vocational Technical Center for more advanced vocational training.

A new program, Project SAIL (Students Achieving Independence in Life), was established to meet the special needs of multiply handicapped deaf children. This project is a coordinated effort by academic and residential staff.

The residential program involves about half of the school population. Programming is provided for non-commuting students and students participating in the Independent Living Program, Project SAIL, and/or extra curricular activities. The Independent Living Program has been expanded for all high school students. The developmental, structured program is designed to teach independent living skills and decision making skills in an apartment-like setting. The program will be refined and expanded for all residential students. The school is closed on weekends

and students return home. However, for the second year, "Open Weekends" have been offered at Governor Baxter School for the Deaf for hearing impaired students and their families from throughout the State to attend programs and participate in educational and recreational programs designed and implemented by school staff to assist these families in dealing with their hearing impaired children. Dormitory renovations are currently underway to meet fire safety regulations and standards in school programming.

The Outreach Program, established in 1983, provides technical assistance to service providers and parents of hearing impaired children throughout the State. A Pre-school Consultant joined the staff in the fall of 1984 to provide services to children 0-5. Consultation and training have been provided to over 40 school districts and other service providers. Inservice training has been conducted throughout the State. A comprehensive week-long evaluation including language (English and/or another language if appropriate), audiological, psychological, educational, occupational therapy, and if appropriate, physical therapy assessments is available at the school. The evaluation is for all hearing impaired children, regardless of their mode of communication. The evaluation team makes recommendations to the referring school districts and the parents for appropriate programming needs rather than for specific placement. Twenty students were evaluated during the 1984-1985 school year. In July 1984 the Outreach Program conducted a Family Learning Vacation for twelve families of hearing impaired children ages 0-8. Two Family Learning Vacations (0-8 and 8-12) are being planned for the summer of 1985.

All staff (academic, residential, Outreach and other) have participated in a comprehensive staff development/school improvement program. The University of Southern Maine in cooperation with Governor Baxter School for the Deaf established a M.S. program designed to train teachers of the hearing impaired. The second Summer Institute will be offered at Governor Baxter School for the Deaf this summer.

School staff have been working in conjunction with the State Department of Education, University of Southern Maine, and other service agencies to work on establishing statewide guidelines for educating hearing impaired children.

Revisions in the organization of the school will become effective in the fall of 1985. The academic and residential programs will be combined to form the educational center which will be known as Governor Baxter School for the Deaf. The Outreach Program will expand its staff and services with existing staff. It will be known as the Governor Baxter Center for the Education of the Hearing Impaired. The school and the center combined are Governor Baxter School for the Deaf.

LICENSES, PERMITS, ETC.:

High School Diplomas. (The school is approved by the Maine State Department of Educational and Cultural Services and is accredited by the Conference of Educational Administrators Serving the Deaf).

PUBLICATIONS:

"NEWS" published five times a year (October, December, February, April and June). (Free) School magazine giving pertinent information regarding the School, and in the area of education of the deaf.

Information Brochures — free.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR BAXTER SCHOOL FOR THE DEAF	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,717,239	1,705,130			12,109	
Health Benefits	95,736	95,142			594	
Retirement	292,899	291,100			1,799	
Other Fringe Benefits	6,645	6,592			53	
Other Contractual Service	205,227	179,180			26,047	
Commodities	160,845	133,451			27,394	
Grants—Subsidies—Pensions	53,430	53,205			225	
Equipment	37,894	37,894				
Transfers to Other Funds	541				541	
TOTAL EXPENDITURES	2,570,456	2,501,694			68,762	

(OFFICE OF) STATE HISTORIAN

ROBERT M. YORK, STATE HISTORIAN

Central Office: RFD #1, Box 833, Orrs Island, Maine 04066 *Telephone:* 833-2861
Mail Address: RFD #1, Box 833, Orrs Island, Maine 04066
Established: March 20, 1907 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 087; *Citation:* 27 M.R.S.A., Sect. 261
Average Count—All Positions: 1 *Legislative Count:* 0

PROGRAM: The year for the State Historian was in the regular mode of assisting researchers from far and near in various aspects of Maine history from colonial times to the present, speaking to diverse groups—service clubs, historical societies, educational groups, women's clubs, etc., and serving on committees where expertise on Maine History was desired. Especially noteable was his all-day workshop with students at Damariscotta followed by a public lecture in the evening. He also worked with students at Bath, Windham and Scarborough. He was the featured speaker at the annual Faith Festival of the Maine Conference, U.C.C. at Bates College, when he spoke at length on the History of Maine Congregationalism. Before four different groups he presented a lecture entitled, Kennebec Yesterdays. He conducted walking tours in Brunswick, Bath, Portland, Kennebunk, York and Kittery. Although retired, he taught two courses on Maine History for U.S.M. Official retirement seems to have multiplied the requests for speaking!

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) STATE HISTORIAN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	464	464				
TOTAL EXPENDITURES	464	464				

MAINE HISTORIC PRESERVATION COMMISSION

EUGENE S. ASHTON, CHAIRMAN
EARLE G. SHETTLEWORTH, JR., Executive Director

Central Office: 55 Capitol St., Augusta, *Floor:* 1 *Telephone:* 289-2133
Mail Address: Statehouse Sta. #65, Augusta, Maine 04333
Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 089; *Citation:* 27 M.R.S.A., Sect. 502
Average Count—All Positions: 9 *Legislative Count:* 9

PURPOSE: The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966, and to assist other private and governmental programs within the purposes of this Commission, whose policy is to preserve the architectural, historic and environmental heritage of the people of the State, and to promote the cultural, educational and economic benefits of those resources. The Commission is charged with the development of a state plan for historic preservation, a state historic resources inventory and entering on the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation. In addition, the Commission is responsible for reviewing the impact of all federally funded or licensed projects upon those sites so designated.

The 50% federal matching grants available under the provisions of the National Historic Preservation Act of 1966 for the acquisition and restoration of National Register properties are also administered by the Maine Historic Preservation Commission.

ORGANIZATION: The Maine Historic Preservation Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes, and in 1979 it became a bureau of the Department.

The Maine Historic Preservation Commission consists of 11 members made up as follows: Commissioner or representative of the Department of Transportation, and Commissioner or representative of the Department of Conservation, and 9 representatives from among citizens of Maine, one of whom shall be elected chairman, who are known for their competence, experience and interest in this field. Among the public members, all of whom are appointed by the Governor, there must be at least one prehistoric archaeologist, one historic archaeologist, one historian, one architectural historian, and one architect. In making these appointments, due consideration must be given to the recommendations made by the representative professional, civic and educational associations and groups concerned with or engaged in the field of historic preservation.

The term of office of each member is 5 years. Each member serves for the term of his/her appointment and thereafter until his/her successor is appointed and qualified, but in any event no more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

PROGRAM: During FY 85, the Maine Historic Preservation Commission expanded the National Register of Historic Places by 41 individual sites and 5 historic districts. The Commission sponsored eleven prehistoric archaeological surveys, nine historic archaeological surveys, eight architectural inventories of Maine communities, and five special projects.

The Historic Preservation provision of the Economic Recovery Tax Act of 1981 has required extensive staff time in certifying historic buildings and advising owners on acceptable restoration techniques. As in past years a great deal of staff time has been spent in reviewing federally funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

Federal Grants. The Commission, during FY 85, awarded the following grant monies on a matching basis to private organizations, municipalities, and State agencies for the identification and restoration of historic sites and structures:

Administration	$160,000
Prehistoric Archaeological Surveys	47,500
Historic Archaeological Surveys	42,500
Architectural Surveys	59,500
Special Projects	10,500
Total	$320,000

LICENSES, PERMITS, ETC.:

Under 27 MRSA 374 any party wishing to excavate an archaeological site listed on the National Register of Historic Places which is state-owned or, if not state-owned, is subject to a preservation agreement between the landowner and the Maine Historic Preservation Commission, must apply in writing for an Excavation Permit to the Director of the Maine Historic Preservation Commission. If such a permit is granted, it must be co-signed by the Director of the Maine Historic Preservation Commission, the Director of the State Museum, and (if involving a state-owned site) the Director of the agency with primary jurisdiction. If a site which is not state-owned is involved, permission to excavate in writing from the landowner must accompany the permit application.

PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Maine Historic Preservation Commission, each study may be ordered free of charge on a one per person basis by writing to the Maine Historic Preservation Commission, 55 Capitol Street, Augusta, Maine 04333.

Beard, Frank A., *200 Years of Maine Houses: A Guide for the House Watcher* (1981)
Hunt, H. Draper and Clancy, Gregory K., *The Blaine House, A Brief History and Guide* (1983).
Shettleworth, Earle G., Jr. and Barry, William D., *Mr. Goodhue Remembers Portland, Scenes from the Mid-19th Century* (1981).
Shettleworth, Earle G., Jr. and Beard, Frank A., *A Guide to the Maine State House* (1981).

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORIC PRESERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	179,510	92,540			86,970	
Health Benefits	9,605	5,142			4,463	
Retirement	29,641	15,946			13,695	
Other Fringe Benefits	674	384			290	
Other Contractual Service	94,748	14,546	22,014		58,188	
Rents	934	490			444	
Commodities	20,927	3,803	100		17,024	
Grants—Subsidies—Pensions	462,297				462,297	
Equipment	1,253				1,253	
Transfers to Other Funds	6,073		635		5,438	
TOTAL EXPENDITURES	805,662	132,851	22,749		650,062	

BUREAU OF INSTRUCTION

LYNN M. BAK, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-5918
Mail Address: State House Sta. #23, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071I; *Citation:* 20A M.R.S.A., Sect. 202

PURPOSE: The Bureau of Instruction has the responsibility for providing program direction for five divisions which deal with: curriculum development, direction, evaluation, and other topics related to the education of Maine students in grades kindergarten through grade 12; the development and application of teacher education program approval standards; certification, recertification, and placement functions associated with educational personnel; certification procedures involved with the approval of degree-granting institutions; the delivery of alcohol and other drug education and prevention services to Maine's educational system; and implementation and administration of Title 20-A, M.R.S.A., Subpart 1, and assistance with Special Education provisions of the School Finance Act; administration of federal funds for exceptional children under the Education of All Handicapped Children Act of 1975, and P.L. 89-313, Title I, ESEA, Education of the Handicapped; an annual assessment of student achievement in Maine schools for grades 4, 8, and 11 in the subject areas of reading, writing and mathematics. Additionally, administrative responsibility is assumed for activities conducted under Chapter I of the Education Consolidation Improvement Act of 1981. This Bureau also has the responsibility for the Teacher Career Development Project.

ORGANIZATION: The Bureau of Instruction has had a long history of operation within the Department of Educational and Cultural Services. It was once formed and operated during the 1950's and early 60's as the Division of Instruction. Following a mandate by the legislature in 1971 to reorganize state government, the Division of Instruction was re-formed as the Bureau of Instruction. It includes all classroom emphases except for vocational education, and is administered by an associate commissioner.

The following information gives a detailed description of the work performed by each of the divisions and units in this bureau.

PROGRAM:

Division of Curriculum. The Division offers leadership services and technical assistance in curriculum areas, and disseminates information in subject areas through meetings, visits, publications and correspondence. The Division administers and integrates federal programs such as bilingual education and develops and publishes policy and position papers on current educational issues. Division personnel serve as resources for educators and community people in such areas as interpreting regulations, resolving problems, and locating resources.

The Division has designed and organized a service delivery system called State Curriculum Assistance Teams (SCAT). Superintendents have nominated teachers to serve on the terms. The Division will receive requests for service in some areas of curriculum, will locate from the pool of resource people a cadre of persons knowledgeable in the area of request, and make the necessary arrangements to fulfill the expressed need.

The Division has participated in several in-service programs and seeks opportunities to cooperate with other divisions, i.e. special education, vocational education, planning.

The Division is responsible for school approval. Although this process is basically regulatory, it also has leadership elements. The program requires new schools to define their goals and educational philosophy; the division consultants frequently provide assistance in these areas. The Division also serves in a leadership capacity through the School Improvement Plan and the accreditation of schools. Through these programs, local school systems have been able to improve educational practices and services to students. Questions regarding home instruction are addressed by this division.

School Improvement Plan. All of Maine's public schools must submit a school improvement plan yearly. The plan must be based on a comprehensive needs assessment, must specify

goals and objectives, activities, and evaluative criteria. The plan must be presented to local citizens and be accepted by the local board before being submitted to the Department. The division regulates the school improvement plan process as a result of school approval.

Accreditation. Accreditation is used as a measure of quality and a focus for future planning. The process involves a year-long self-study by teachers, students in some cases, and community members. Upon completion of the self-study portion of the process, the school seeking accreditation will host a visiting committee. The committee makes recommendations for program improvement based upon the findings of the self-evaluation and the visiting committee reports. A final decision by the Division of Curriculum of the department in cooperation with NEASC will complete the process.

Arts Education. Support is given to activities of the Maine Alliance for Arts Education as it seeks to promote the extension of the arts as an integral part of the school experience. A state task force for the arts has been working throughout the year and has developed a policy statement for the arts, held a statewide conference for teachers of the arts, and is developing curriculum materials. Recent legislation has provided the division with an arts consultant who will provide technical assistance to the field in the areas of instruction, curriculum and staff development as it applies to art education.

Health Education. Through a collaborative effort with the Maine Department of Human Services, the Maine Department of Educational and Cultural Services now has two health education consultants in the Division of Curriculum. These consultants promote health education and provide services in curriculum development, teacher consultation, teacher resources and in-service training. A quarterly health education newsletter is published.

Innovative Educational Grants. Innovative Educational Grants are available on a competitive basis to teachers, schools, and school systems to promote improved education. Classroom-based grants are awarded for grants submitted by individual teachers (maximum of $2,000) or groups of two or more teachers (maximum $5,000). School-based grants are awarded on a matching funds basis to individual schools (maximum $10,000) and to two or more schools or school systems (maximum $20,000). This program is administered by the Innovative Educational Grants Coordinator. Services provided by the Coordinator include technical assistance to grant recipients and consultation and training to those interested in developing a grant proposal.

Nursing Services. A school nurse consultant responds to requests from school administrators and school nurses, orients new nurses, presents workshops, prepares materials for use by nurses, assists school officials and school boards in understanding the role of the school nurse, and promotes school health programs.

Guidance, Counseling, and Testing. This office is responsible for the administration of guidance, counseling, and testing programs at the local educational and state levels. Leadership, service, and regulatory functions include information and assistance provided to counselors, administrators, teachers, students, citizens, legislators, and allied agencies in the broad area of guidance, counseling, and testing programs; student records; suspension and expulsion; issues of privacy, student rights and responsibilities; career and vocational education guidance; child abuse and neglect; right-to-know legislation; and protection of pupil rights.

Dropouts, Attendance and Discipline. The Division monitors two state programs: (1) Chapter 106 — Dropouts. Each school superintendent in the state who has responsibility for any grade level in the sequence 9-12 shall form a Positive Action Committee to study the factors affecting persons in grade levels K-12, which are related to the problem of dropping out, and shall develop a specific plan to address this problem. These plans are on file in the Division of Curriculum; and (2) Chapter 105 — Attendance and Discipline. The intent of this legislation is to require school officials to give increased attention to those pupils who are habitual truants and dropouts and to develop alternative programs to meet their needs.

Bilingual Education, Refugee Assistance and National Origin Desegregation. The Division provides workshops and technical assistance to local schools in the above areas, K-12. The Division has been active in developing equitable programs and planning for all linguistic minority children throughout Maine, generally in the form of training and materials in English as a Second Language and bilingual education.

The Title VII coordinator has been the department liaison with Washington for basic and training projects in bilingual education. Four project sites now exist in Maine with two new sites under consideration for these languages: French, Vietnamese, Lao, Khmer, Passamaquoddy, Penobscot, Dari, and Philipino. The coordinator has been responsible for the development of bilingual and special language programs funded under ESEA Title VII and the Transition Program for Refugee Children. Detailed state plans for each of three federal programs identified

above are on file and readily available for review.

The Department awards sub-grants to local educational agencies in accordance with the rules and regulations governing the Transition Program for Refugee Children. The department has monitored recipient sites serving eligible refugee children. The department also has provided technical assistance to local schools, and appropriate leadership materials enabling them to serve refugee children. The numbers of eligible children have increased in recent years; so have DECS technical assistance services.

Newspaper in Education. The Newspaper in Education (NIE) Program is housed within the Division of Curriculum although it is totally funded by a grant from the Maine Daily Newspaper Publishers Association. The program makes available to the schools of Maine assistance in using the daily newspaper as an educational tool. The consultant is available for workshops with educators from the primary level to university graduate level. Numerous materials are available, including a quarterly newsletter. Many parent-teacher organization presentations, selected classroom visits, and educational seminars are conducted upon request. Through the program, daily newspapers are made available for classroom use at a discount price. There are now several hundred classrooms in the state which are using the NIE program for part or all of the year.

Maine Studies Curriculum Project. The Maine Studies Curriculum Project continues to command the attention of educators throughout the state. The outcomes of this project will offer students an in-depth appreciation and knowledge about Maine's environment, government, economy, history, and future. Program K-12 is now available from the Down East Books, Camden, Maine 04843.

Educational Microcomputer Consultant. This ½ time consultant works with teachers, administrators, and students in developing ways to use microcomputer technology in the curriculum. Services provided are inservice training in computer applications, curriculum development assistance, quarterly newsletter of trends, events, and information as well as operating a preview center of hardware, software, books and research files for Maine's private and public schools.

Basic Skills Areas:

Language Arts. Recent legislation approved two language arts consultants for the Division of Curriculum. The primary focus for these consultants will be reading at the elementary level and writing at the secondary level. In addition, technical assistance will be provided to the field in such areas as spelling, grammar, handwriting, literature, listening, and speaking skills.

Math. Assistance is provided to teachers and administrators in the math curriculum areas. Increased emphasis will be placed upon math and computer literacy next year.

Social Studies. The Division of Curriculum has worked with school systems in designing, clarifying or implementing social studies curriculum guides. A Social Studies Consultant is available to provide leadership and technical assistance.

Science. The Science Consultant provides curriculum leadership and expertise in the design and use of Science labs. A collaborative effort with the Department of Energy and the University of Maine developed an energy curriculum guide for K-6 which has been field-tested by teachers and has been reviewed and printed.

Foreign Languages. Recent legislation has provided the division with a Foreign Language Consultant who will assist teachers and school administrators in the development of foreign language programs. This position was created largely in response to requests from the field for leadership and technical assistance.

Guidelines. Consultants from the Division have provided input in the revision of Chapter 125 which covers general rules and guidelines for school approval.

The division has prepared an extensive curriculum survey designed to provide information about books, materials, goals and objectives, and other curriculum information. This enables the division, for the first time, to have comprehensive information about school programs, services, organization, and administration throughout the state.

Chapter 130, Rules and Guidelines for Approval of Equivalent Instruction Programs has been prepared. An advisory committee has been formed to assist the commissioner in promulgating this chapter.

School Volunteer Programs. A state coordinator of school volunteer programs was contracted by the Department in February. Conferences were held, newsletters published, a survey designed, and technical assistance and information were provided to schools. The goals of the program are to stimulate the development of new school volunteer programs, and to stimulate growth and innovation in existing programs. The successful development of local programs

necessitates training in the following areas: school/public relations, parental involvement, business/education cooperation, personnel management, and volunteer training in subject areas. These activities are supported by legislative appropriation, a block grant award, and the Maine School Volunteer Alliance.

Instructional Support Group (ISG) Collaborative. The 111th Legislature in its Second Session provided money for the contracting of outstanding teachers for a period of one year to assist other teachers in a supporting role. The intent is to use teachers to help other teachers to become better instructors.

Early Childhood. Money was provided by the 111th Legislature to be used for grants to local schools for the purpose of improving their early childhood educational offerings. A grant proposal format was designed, proposals were received and thirteen were granted money for the 1983-84 school year and fifteen for the 1984-85 school year. Each recipient was visited by an early childhood consultant and adjustments were made for the second year. The projects ranged from new screening procedures, to staff development, to the addition of a kindergarten where none existed and to the addition of instructors in subject areas such as Art. In addition, the division has two early elementary consultants who provide leadership and technical assistance to the field. Typical duties include developing early childhood screening instruments, planning and developing model curricula, and conducting inservice workshops for early elementary teachers.

Division of Alcohol and Drug Education Services (Carl Mowatt, Director). This Division serves the public schools of Maine in alcohol and other drug abuse prevention and education efforts. The Division's position is that schools can be one of the most effective segments of a comprehensive school/community approach for impacting every aspect of local alcohol and other drug use, abuse, and dependency problems.

The Division addresses alcohol and other drug dependency as a primary, progressive, chronic, and fatal disease. This basic premise is applied to three distinct populations of school students and adults: (1) the experimenter, user, and dependent population; (2) the affected population (those who come from a family where there are or have been problems associated with alcohol or other drug abuse); and (3) the non-user, non-affected population.

The Division provides purpose, leadership, clear direction, and support for schools and communities regarding the development of comprehensive alcohol and other drug abuse prevention programs. These comprehensive programs encompass all three populations and provide specific policy, programs, and services for each. The program model calls for the formation and training of core school/community teams. These fifteen member teams include superintendents, principals, guidance counselors, school board members, teachers, school nurses, students, parents, law enforcement officers, clergy, town government officials, media representatives, and alcohol/drug treatment personnel. This broad-based group representing key community interests is the best source of knowledge about local issues. At week-long team development institutes and three-day follow-up conferences, team members learn about the disease of chemical dependency; how chemical abuse impacts families, schools, and communities; how to work together as a team; and how to implement comprehensive education and prevention programs and services in their schools and communities. Each local team goes through a generic planning process which helps to identify "where its schools and communities are" in relation to dealing with alcohol and other drug issues. The Division then provides continuous leadership and direction through consultation and material resource assistance to help the team move through its action plan toward "where it wants to be." This systematic approach allows local control over program efforts and is a prime motivator for teams to comprehensively deal with their school and community alcohol and other drug problems.

In-Service Education: The Division conducts two-day in-service workshops on the disease of chemical dependency and on the elements of a comprehensive school program for all employees of school systems that have contracted with the division for training.

Curriculum Development: The Division develops, field tests, evaluates, the disseminates primary prevention curriculum programs and resource materials for use in elementary, secondary, adult/community education programs, and the vocational technical institutes.

Technical Assistance: Technical assistance in implementing alcohol and other drug education programs is available to all school personnel in Maine. Most of the assistance provided by the Division is requested by individuals or groups associated with the team development program. The Division provides technical assistance to school/community teams in team development, school board and community awareness presentations, alcohol and other drug policy development, support group development, peer helper program development, student awareness

presentations, curriculum implementation, staff development, and selection and utilization of print and audiovisual resources.

Financial Assistance: Limited financial assistance is available to local school systems to support or expand the programs developed by school/community teams. The emphasis of the financial assistance is to stimulate activities leading directly or indirectly to the institutionalization of the program within the school or community. It is often used to fund advanced training opportunities for local school personnel and community members to develop their skills in the areas of chemical dependency and adolescent development.

Resource Services: The Division's resource services are available to all school systems and community groups in Maine. The film library contains the largest collection in New England. Over 400 videocassettes and films are available for use without charge to schools, hospitals, treatment facilities, law enforcement agencies, churches, businesses, civic groups, and community organizations who use them in their prevention, education, and treatment programs. The library circulates approximately 370 films per month. The Division maintains an inventory of pamphlets and books available for loan and/or distribution to schools state-wide. These materials and related consultation on their appropriate use, are provided to complement prevention and education programs in elementary, junior high, senior high, and post-secondary schools.

Special projects: The Division sponsors state-wide prevention activities such as special conferences related to teenage drinking and driving issues; Project Holiday, which aims to reduce the incidence of operating under the influence during the Christmas and New Year holidays; and Project Graduation, which aims to prevent alcohol and other drug related highway fatalities during commencement season through the promotion of chemical-free graduation activities. This project became a national model in 1983, and in 1984 was the subject of a national convention, and received the Secretary's Award for Excellence as a Community Health Program and a Community Health Promotion Award, both from the Department of Health and Human Services. In 1985, chemical-free commencement activities planned by students, parents, and school personnel were held for 136 or 95% of the graduating classes in 143 high schools surveyed in Maine. 43 other states had Project Graduation sites this year. 19 of them have named a statewide coordinator for the project.

Interdepartmental Cooperation: The Division works jointly with staff members from the Department of Corrections, Human Services, and Mental Health and Mental Retardation in planning and assessing alcohol and other drug abuse prevention, education, and treatment services in Maine. Public Law 1981, Chapter 454, known as the Alcoholism Prevention, Education, Treatment, and Research Fund enacted by the 110th Maine Legislature, has greatly enhanced the Division's capability to serve the schools of Maine in their prevention, education, and awareness efforts. The Bureau of Safety in the Department of Public Safety provides partial funding for the Division's Alcohol, Other Drugs, and Highway Safety Program and cooperates with the Division in promoting or sponsoring special projects related to highway safety.

Traditionally, alcohol and other drug issues have been dichotomized by federal and state agencies. The focus has been separated by targeting adults who use alcohol versus dealing with other drugs by targeting teens through the schools. The Division helps local teams recognize the reality that adults as well as teens use alcohol and other drugs. Local programs must address these combined issues and problems through the school and community to have a positive impact.

The Division recognizes that the abuse of alcohol and other drugs creates a barrier which inhibits academic and social achievement in schools. Students and employees who are using, abusing, or dependent upon alcohol and other drugs cannot function normally and achieve their full potential. Additionally, home environment influences the capacity to learn, to teach, and to provide school leadership. There is a definite negative impact on all indivduals who come from homes where there are alcohol or other drug abuse problems, particularly school-age children. As a school and community establishes strategies for dealing with alcohol and other drug abuse issues, a forum is created whereby the respective responsibilities of students, teachers, administrators, and parents can be discussed and mutually agreed upon. In that process, the legitimate role of non-school, social service and other community agencies can be negotiated and liaison agreements developed. As schools learn how to better manage problems associated with alcohol and other drug related issues, the potential for excellence in schools increases proportionately.

The philosophy and direction for helping Maine schools deal with alcohol and other drug issues has been set and must be maintained. Since 1979, the Division of Alcohol and Drug Education Services has provided a model of continuity and consistency for the schools and communities

of Maine. The Division has trained sixty-three school/community teams representing 72 local school units, 374 school buildings and two hundred and one cities and towns state-wide. An additional 28 sites are being prepared for involvement in future team development institutes. The school/community approach utilized by the Division has resulted in the development of liaisons and working relationships between schools and families, treatment facilities, law enforcement agencies, social service agencies, and other community businesses and organizations. The Division provides ongoing state-wide leadership, coordination, training, consultation, and program resource services. This ensures that schools and communities have the support to successfully accomplish their short- and long-term goals in prevention and education programs.

Division of Special Education is responsible for the implementation and administration of Title 20-A, MRSA, Part 4, Subpart 1, "Special Education" and assistance with Special Education provisions of the School Finance Act. It is also responsible for the administration of federal funds for exceptional children under the Education for All Handicapped Children Act of 1975, as amended, and P.L. 89-313, Title I, ESEA, Education of the Handicapped. The Department has general supervisory responsibility for the educational programming of all exceptional students residing within the state.

Federal Programs: In FY 84 ninety two individual and forty two unsolicited local entitlement applications submitted by school administrative units were approved for a total expenditure of 4,704,300 dollars of the P.L. 94-142 State Grant Award. 35.9% of these funds went to special education teachers salaries. Discretionary grants were awarded to school administrative units in the amount of $1,294,720. Priorities for the discretionary grants were recommended by the Maine Advisory Panel on the Education of Exceptional Children.

Twenty-seven thousand, sixty-nine handicapped students were provided Special Education and Related Services in 1983-84. This represents 12.03 percent of the total estimated 5-17 school age population in Maine.

The majority of handicapped students served were 9,465 learning disabled students. This represents 34.96 percent of all handicapped served or 4.20 percent of Maine's 5-17 school aged population. Six thousand, four hundred and forty-seven or 2.86 percent of 5-17 school aged population were identified as having emotional problems.

Eighteen thousand, forty-six special education students were educated in Resource Rooms, 2,461 in composite classrooms, 1,016 in Regional Day Programs, 931 in hospital or home instruction and the remaining 2,322 students were educated in private or institutional programs, other alternative or tutorial programs.

There were a total of 1,888 handicapped individuals during FY 84 who were receiving services with funds from P.L. 89-313. (A reflection of 90% of the 89-313 programs in the State of Maine). Of the 1,888, 806 (43%) individuals were 13-17 years old, 739 (39%) were 6-12 years of age, 243 (13%) were 18-21 years of age, 90 (5%) were 3-5 years of age, and 10 (1%) were 0-2 years of age.

Five hundred and ninety-six (32% of the total) of the handicapped students were identified as emotionally disturbed; 266 (14%) severe and profoundly handicapped; 293 (16%) trainable mentally retarded (TMR); 277 (15%) learning disabled; 143 (8%) speech impaired; and 110 (6%) other health impaired. The classifications of educable mentally retarded (EMR); orthopedically impaired, visually impaired, deaf-blind, deaf, and hard of hearing accounted for the remaining 9% of the total population surveyed (1,888 individuals).

There were 20 teachers, 47 teacher aides, and 34 other personnel (total of 101 individuals) who were paid with funds from these projects.

Interagency Coordination: The Division continues to be involved with the Bureau of Vocational Education. The two agencies jointly funded in-service training for special educators and vocational educators. Vocational education instructors participated in the five regional workshops on Pre-Vocational/Vocational Evaluation and Curriculum Development. There were 47 vocational instructors who attended. A representative from special education is assigned to conduct reviews of the vocational centers and regions. During the past year the team visited six vocational schools. As a part of the Special Education Program Review, three of the vocational centers were visited by members of the team.

The Bureau of Rehabilitation in the Department of Human Services and the Division of Special Education continue to cooperate and have jointly funded staff development activities. In October of 1984, the Bureau of Rehabilitation and the Division jointly funded a conference on Learning Disabilities. This Conference was attended by 374 individuals who included 59 parents as well as special educators, rehabilitation personnel, regular educators, vocational educators, and regular, vocational and special education administrators.

Both the Bureaus of Rehabilitation and Vocational Education had staff members who participated on the planning committees for these in-service activities.

The Division of Special Education along with Rehabilitation and Vocational Education had a representative on the planning committee for the Northeast Regional Conference on Vocational Education and Curriculum Development sponsored by the Office of Education through Assumption College in Worcester, Massachusetts. One of the staff for the Division of Special Education delivered an address on *The Process Oriented Curriculum for Handicapped Youth* at the Conference.

The Division of Special Education continues to provide 50% of the support for the Facilitator of the Cooperative Agreement between Special Education, the Bureau of Rehabilitation and the Bureau of Vocational Education. The cooperative agreement team continues to meet on a regular basis for the purpose of facilitating cooperation and increased utilization of Vocational Education and Rehabilitation services for the handicapped. The Cooperative Agreement Team has expanded its composition to include the Bureau of Mental Retardation. Even though the Bureau of Mental Retardation is not a signator of the present Tri-party Agreement, many of the activities of BMR overlap with other agencies' responsibilities and therefore, their inclusion in *discussion* is necessary.

The Division established a select committee to explore the issues involved in the development and operation of Work-Study Programs for the handicapped in the public schools. The committee is made up of representatives of the Division, Vocational Education, Rehabilitation and the public schools. The committee is in the process of developing a publication concerning the labor laws and regulations as they affect the work-study programs. The committee submitted a recommendation to the Board of Trustees of the Retirement System relative to handicapped student workers in the schools. The Board accepted the recommendations which exempts these students from needing to pay into the retirement fund.

One member of the staff is serving as associate director of the project on learning disabled individuals of post school and upper secondary school age which is being operated out of the Center for Research and Advanced Studies at the University of Southern Maine. The project is funded by a grant from the U.S. Office of Education.

All projects at the secondary level funded under Part B, P.L. 94-142, were visited this past year by one or more of the consultants. The projects represented an investment of over $600,000 of P.L. 94-142, Part B funds.

The Division staff participated in the Transition Study for Handicapped Students which was the result of legislative activity in the previous term of the legislature. The Division developed its philosophy relative to transition which is included in the document produced by the select committee.

CSPD (Comprehensive System of Personnel Development:

1) A conference on Issues in Educating the Secondary Age Exceptional Students jointly sponsored by the Division of Special Education and the Bureau of Mental Retardation was held in May and was attended by 200 special educators, regular educators, BMR workers, vocational rehabilitation workers, vocational educators, and parents.
2) The Division conducted five regionalized workshops on Vocational and Pre-Vocational Assessment and Curriculum Development which were attended by 300 individuals representing Special Education, Vocational Education, and the Bureau of Mental Retardation.
3) The Division continues to participate in the development of the Second Northeast International Symposium on Exceptional Children and Youth. The Symposium is a joint venture between the three Northern New England States and Atlantic Canada in cooperation with a number of professional organizations concerned with exceptional children and youth. A staff member serves as program chairman for the Symposium. It is anticipated that over 2,000 individuals will attend the Symposium being held in October of this year.
4) A staff development planning committee composed of five school staff and a member of the State Instructional Support Group planned two support meetings for existing staff development teams. Staff from fifteen districts attended the first session in February. A second session was scheduled but cancelled due to a hectic spring for school staff.
5) A collaborative team of staff from the State Division of Special Education and UMF's Department of Education planned and conducted an on-site program of *Assessment* for special education staff. The program consisted of a two-day training sequence with a one day follow-up and was tailored to the needs of each district team: Wells, Water-

boro, Greenville, Pittsfield, Guilford, Jackman, Camden, Rockport, Lincolnville, Appleton, Hope, South Paris, Buckfield, Frenchville and Fort Kent.

6) Teams from UMF, four elementary and three secondary schools in western Maine (S.A.D. #9, #54, #13 and #19) were trained in ten different *Models of Teaching.* The program included theory, demonstration, practice and coaching and consisted of a five-day summer institute in August and two-day support meetings in November and May. In addition, local support teams in each district continued to meet and provide on-site coaching and support. A similar sequence was held in Aroostook County with participating teams from UMPI, UMFK, and four elementary schools, three secondary schools in S.A.D. #24, #42 and Easton.
7) *The School Improvement and Staff Development Assistance Program* was modified to provide considerable more on-site assistance, reading and discussion before the first session and included regional planning teams (as well as district teams). The regional teams were supported by a grant awarded from the Mellon Foundation. Recent research on effective instruction was added to the knowledge base of the program along with research on effective schooling, school improvement and staff development. Teams from the following regions or districts participated: Aroostook County, Washington County, Western Central, Sanford, Frenchville, Waldoboro and East Sullivan. Twenty-four school systems, four University of Maine campuses, three Divisions of the State Department and two independent educational organizations were represented. The program consisted of three two-day sessions with follow-up in between. All teams developed specific plans for improvement in their schools.

Interdepartmental Activities: The Division works closely in a number of interdepartmental efforts and committees, and has participated on a number of Interdepartmental Task Forces or Committees over the past year. Major areas of coordination through the Interdepartmental Committee (which consists of the Commissioners of Corrections, Mental Health and Mental Retardation, Human Services, and Education and Cultural Services) have continued to be: 1) Fiscal management system including joint rate setting, contract development, fiscal reporting, joint billing process and joint audit capability; 2) Program development including joint request for proposal, evaluation of the group home/emergency shelter system, joint proposal review for establishing homebased service programs, ongoing development of the mechanism for prioritizing service needs of clients, and development of joint program review capability; 3) Development of a system for joint evaluation of program effectiveness and system development needs; and 4) Management of the preschool coordinated delivery system. Additional efforts this year have included data collection and proposal development for a secure treatment program for adolescents, a study of the numbers and types of children in out-of-state residential treatment and educational programs, and consideration of a major management revision for the inter-departmental efforts.

Other interdepartmental efforts in which this Division has been involved this year include: participation on the Commission to Examine the Availability, Quality and Delivery of Services to Children with Special Needs and its various sub-committees; membership on a task force established by the Commissioner of Human Services to review the treatment system for substance abusing adolescents; the establishment of the Task Force on Chemical Dependency and Special Education; establishment of a working group to examine the issues related to pregnant and parenting teams; and specialized interdepartmental efforts focused on resolving issues related to individual children with multiple department involvement. Finally, the Division of Special Education and the Bureau of Social Services of the Department of Human Services jointly sponsored training sessions in the five DHS regions for special education staff and substitute care workers.

Two meetings were held for regional contact people involved in implementing the Joint Regulations between the Division of Special Education and the Bureau of Mental Retardation, Department of Mental Health and Mental Retardation. In addition, the Bureau and Division Directors and responsible staff people met regularly throughout the year, to monitor implementation, and to resolve problems and issues which arose around students who were mutual clients of the two agencies.

During 1984-85, a total of 113 State Pupil Evaluation Team meetings were held jointly by the Division of Special Education and the Bureau of Social Services of the Department of Human Services, in order to recommend initial placement, or to monitor on-going placement of state wards in residential special education programs within and outside of Maine. Approx-

imately 115 state wards are currently in this type of educational placement, with an additional 25 awaiting placement based on PET recommendations.

Program Review and Technical Assistance: During the 1982-83 school year Division staff developed and field tested procedures for a second cycle of Local Education Agency (LEA) monitoring. Field testing of the cycle II review process was conducted in 22 LEAs during the second half of the 1982-83 school year.

Major modifications designed to streamline the process included a two-part monitoring packet to be completed by LEA staff and returned to the Division before a site visit. A parent questionnaire is also sent to a random sampling of district parents with children in special education programs. The returned data are reviewed along with certification records and other data available in the Department. Based upon the review of this data, a letter of concerns is sent to the superintendent of the district being reviewed.

A site visit, of at least a day-and-a-half, is then conducted by a Program Review Team consisting of a Division staff member and at least one professional from a school district or university training program. During the site visit, a meeting is held with administrators to discuss issues raised in the Letter of Concerns. Other components of the site visit include interviews with district staff and auditing of student records. Finally, an oral presentation highlighting the Review Team's findings is presented by the team.

The Division Team Leader then prepares a Letter of Findings which is sent to the superintendent. After the superintendent has had an opportunity to study the letter of findings, an appointment is made by the Division staff member to meet and develop a remedial action plan.

At the end of the 1984-85 school year a total of 95 superintendencies had been reviewed, leaving 42 reviews to be conducted in the final year of the cycle.

Based on the Program Review conducted at the Maine Youth Center in 1982-83, a Corrective Action Plan was developed, resulting in a discretionary grant to the facility to improve their special education programs. Two additional grants were awarded during the 1984-85 school year, to further expand their service capability. A Division consultant has continued to provide monitoring and technical assistance to the Maine Youth Center to assure their compliance with Special Education Regulations, both State and Federal.

Program Review Self-Evaluation: The Commissioner's Task Force on Program Review continued to meet. The Task Force met with representatives from the 34 systems that were participating in the self-evaluation process during the 84-85 school year. Division staff provided periodic technical assistance to a number of those systems on an individual basis. The Division is continuing to cooperate with the Division of Curriculum in the self-evaluation process.

Technology in Special Education: The Division of Special Education applied to, and was chosen as a site for the National Assistance Project in Special Education Technology (NAPSET) during the 84-85 year. NAPSET provided planning assistance to a State Planning Team comprised of special education directors (2), special education teachers (2), a regular classroom teacher, a computer coordinator, a school board member, a vocational rehabilitation representative, a MDECS micro computer consultant and a special education information specialist. The Planning Team met seven times from November-July to accomplish the following:

- identify needs of special educators in the area of technology in special education
- develop goals and activities for the State Planning Team for the 84-85 year.
- implement these goals/activities:
    - develop and disseminate a special education technology planning guide for use by local school districts within Maine
    - develop and pilot a model for districts to consider in implementing technology in special education
    - develop a plan for the on-going dissemination of a special education technology information/resource from a state clearinghouse

By October, 1985, the State Planning Team for Technology in Special Education will have completed and disseminated the special education technology planning guide, collected resources for the dissemination effort to be stored and retrieved through the use of an existing state clearinghouse of educational resources (Information Exchange), and have a written report from MSAD #60 North Berwick documenting the planning process used to implement technology in special education.

Preschool: The preschool coordination system was completed in FY 84-85 with the funding of the two final sites. Presently 16 sites are a) coordinating existing services to preschool handicapped children, b) identifying unserved children, and c) developing necessary additional

services. By the 3rd quarter of the year the coordination sites had screened 1,906 children, provided case management for 1,247 and placed 696 in special services.

P.L. 94-142 Preschool Incentive Grant and Part B funds were utilized to fund 15 preschool discretionary grant programs in the public schools. The number of districts operating programs for preschool handicapped children represents only about 10% of the states school units. However, with the passage of legislation permitting the use of state subsidy for preschool handicapped programs the foundation has been laid for the expanded development of such programs.

Preschool Incentive Grant funds were also used to fund a statewide training network for parents and professionals involved with young handicapped children. In addition to workshops made available in each of the state's counties this program offered courses for University credit including "Young and Special" which was offered over statewide educational television.

The Preschool State Implementation Grant (S.I.G.), through the Office of Special Education and Rehabilitation Services, Department of Education in Washington, D.C. (OSERS), is completing its final grant year in Maine with a focus on handicapped and at-risk infants and pre-schoolers from the perspective of a review and indepth study of current management and practices from the State perspective as well as document development in selected areas.

A detailed Efficacy Study of the interdepartmental coordination system in Maine has been a major focus of this grant during this current year, involving written and personal interviews with a number of participants on both the state and local levels in the 3-5 coordination system. Maine's strengths, some future directions, and identification of barriers to progress have been isolated and form the basis of a report to be distributed through the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC) who will also be instrumental in implementing the recommendations and developing an Action Plan for our total, 0-5 early intervention system.

The development of a draft document entitled "Preschool Program Standards" was achieved through the support of the SIG, and was completed by the three groups of writers gathered from the various departments and related fields of expertise including parent/consumer involvement in the actual writing of the Standards. This document clearly represents the path for the future of early intervention in Maine, and represents the thoughts and intentions for "best practices" by those most familiar with the field itself. The Interdepartmental Steering Committee now begins the process of document review, synthesis with existing Regulations, and implementation discussions.

The need to develop a solid and accurate data base, which would encompass both services and programs for children as well as serve as a manageable system for statistical analysis, has been well documented in past years. It appears through the support of the SIG that this will soon be implemented at both the State level, as well as in the 16 coordination site locations. The abilities of these sites to record and report data on an up-to-date and accurate fashion will be greatly enhanced and will certainly provide DECS with that essential information necessary to plan and implement improvements.

The activities of the interdepartmental system to "move downward" into intervention and prevention activities found some of the SIG's activities focused on involvement of the pilot site model in Maine for identification at birth of existing or potential problems and referral to existing community services and support networks. The focus of this office's involvement in this area will continue in an advisory capacity to this pilot effort, but will be more directed to the issues of training and skill building in the field of infant and early childhood, handicapped and at-risk providers in general through collaborative training efforts.

Other generic efforts included the development and submission of a State Plan Grant to the U.S. Department of Education for FY 85-86 totaling nearly $133,000, to continue program planning and development for special needs children from birth to age five.

Gifted and Talented Programs: The Maine Legislature passed into law this year an act concerning education programs for gifted and talented children. The main intent of the law is to implement gifted/talented education into all Maine schools by 1991-1992. As of 1987-88 school year, each school must have established a plan for phasing in gifted and talented education.

The 1984-1985 school year showed, again, a dramatic increase in interest and implementation of gifted and talented education throughout the state as schools became more aware of the legislation which builds the costs of these programs into the School Finance Act under Special Education. In the past year, there were requests totaling $2,201,799.24 for subsidy of gifted and talented programs. Presently 79 school districts have subsidized programs in operation in their schools, plus two regional programs incorporating 11 school districts. In all, about 95 school districts now have some form of gifted and talented education as interest and informa-

tional networks are expanded throughout the state.

The Maine Summer Humanities Program was held for a sixth time. Sixty students from around the state participated in a two-week, intensive study of the humanities. Each student attended a major class in one of the following disciplines: Philosophy, Autobiography as Social History, Introduction to Literary Analysis, Comparative Latin, American Literature, Linguistics, and Understanding and Appreciating the Visual Arts. The student also had opportunities to attend introductory classes in other subjects. Speakers, films, and concerts were offered in the evenings.

The Maine Summer Arts Program was held for the second time this year. Seventy-two students from around the state participated in a two-week, intensive study of the arts. Classes were held in two-dimensional and three-dimenstional art, sculpture, dance, theater, and creative writing. Classes were taught by Maine artists. Each student majored in one class and had opportunities to investigate each of the other fields. Speakers, films, and concerts were offered in the evening.

The Maine Humanities Project II will begin its second year with the second summer institute. Participating teachers and administrators for ten high schools attended a two-week, intensive study program at Bowdoin College. Along with intensive study in a chosen humanities discipline, teachers and administrators worked at developing and up-grading the humanities curriculum in their schools. During the past year the schools have devoted considerable time investigating curriculum writing and up-grading in-service work in their schools. This effort, which is a collaboration of the Maine State Department of Educational and Cultural Services, Bowdoin College, and the participating high schools is part of the work done through this office to improve teaching at all levels in the secondary schools in Maine. The second year will involve implementation of new curricula and up-grading of existing curricula.

A summer institute for educators of the gifted was held at Bowdoin College. Included were programs for Elementary/Secondary training and Advanced programs for teachers who have had experience with gifted education. Over 100 educators and administrators attended this session.

The Olympics of the Mind Competition was held in Maine again this year with approximately 40 schools participating. Nearly 500 students attended the state competition held in Houlton in March. Maine was represented at the Maryland World Competition in June.

$23,000 was available for competitive grants this year. The Gifted and Talented Advisory Board reviewed 30 proposals received from throughout the state. The Board asked that proposals be written on the affective needs of the junior high population and that they be written for either a one or two year period. Nine proposals were accepted for a total of $23,000.

Due Process Hearings: In 1984 there were 21 requests for due process hearings. Four hearings were completed with 3 requests withdrawn. Sixteen of those requests were mediated. Twelve of those mediations were successful and four were unsuccessful. Of the total requests, 76% were parent requests, 24% were LEA requests. Seventy-six went to mediation. 75% were successful and 25 were unsuccessful.

There were two refusals to mediate. Of the four hearings completed, two decisions favored the local educational agency position and two decisions favored the parent position.

Ten hearing officials were available to conduct hearings in 1984. In 1985 the number will be 7 hearing officers available to conduct hearings. Two hearing officers will conduct mediations only and five hearing officers will conduct hearings and mediations.

The Division is responsible for review and approval of out-of-district placements, special education contracts, management of the surrogate parent program, review and technical assistance to private special purpose day schools and consultation and technical assistance regarding students with autism and behavioral handicaps.

One thousand and seventy-five contracts for psychology, occupational therapy, physical therapy, speech and language and other special education services were approved. The total dollar amount of contracts approved was $3,692,054.

A computer data management system was developed to assist the Division and local schools with data management and reporting of contracted services.

Out-of-district placements for 1,347 students were approved. This includes 243 students in in-state residential treatment centers and 126 students in out-of-state residential treatment centers.

As of 6/30/85, 106 surrogate parents had been appointed.

State certification, programs and schedules of the Private Special Purpose Day Schools were reviewed to ensure compliance with special education and school approval regulations.

During last year, the Division was represented on the Maine Head Injury Legislative Task Force, the DMHMR Autism Advisory Council and the Maine Advisory Council on Vocational Education.

The Maine Autism Training Team comprised of two classroom teachers, two members of BMR's Autism Project, one Special Education Director and the Division staff member as coordinator was established through a grant awarded from the National Society for Autistic Children and Adults. The training team participated in 18 days of training with staff from the TEACCH Project University of North Carolina, Chapel Hill—an internationally renown autism research and training center. The Maine Autism Training Team will be providing intensive training to at least three programs serving students with autism during the 1985-86 school year.

Division staff served as a resource to the Commissioner and the State Board of Education during the Legislature's Sunset Review of the Board of Examiner of Psychologists.

Division Educational Assessment. The Division of Educational Assessment was created by the Educational Reform Act of 1984 to conduct annually an assessment of student achievement in Maine schools. Specifically the Division is responsible for the implementation of a common assessment of performance for all students in grades 4, 8, and 11 in the subject area of reading, writing and mathematics. Additionally, the subject areas of social studies and science are to be assessed at the same grade levels through testing representative samples of students. The assessment program is designed to enable the inclusion of the majority of special education students through appropriate modifications of the assessment administrative procedures and materials.

The first assessment of achievement will be made during the 1985-1986 school year with grade 8 in November of 1985, grade 4 in February 1986, and grade 11 in April of 1986. The assessment test materials will be developed specifically for Maine, but will allow student achievement comparisons with their peers in the nation. The assessment tests will be designed to measure a broad range proficiency in each of the subject areas, and will require students to write an essay. The results of the assessment will be reported to parents and students, with summary reports prepared for schools and school administrative units. State results will be summarized and will be included as part of the Commissioner's Annual Report to the Legislature.

The Division is composed of 4 professional and 2 support staff. Two of the professional staff will be assigned to work directly with school administrative units in utilization of the assessment results. Because of the large scale of assessment with approximately 16,000 students at each grade level, the Division will contract for assessment services in test development, administration, scoring, and reporting. However, Maine teachers will be trained and utilized in the scoring of the written essays.

Division of Compensatory Education (Chapter I ECIA) (Donald K. Christie, Coordinator). Chapter I of the Education and Consolidation and Improvement Act replaces Federal Title I of the Elementary and Secondary Education Act. The Division operates approximately 200 local school administrative unit projects statewide (totaling more than 14 million dollars). The Division has responsibility for approval, program compliance, performance, and evaluation of Chapter I ECIA activities as set forth in Public Law 97-35 and its amendments. The Division also oversees more than 80 sub-contract operations of the Maine Migratory Education Project serving children of parents who must continually move to seek temporary or seasonal employment in agriculture, fishing, or wood harvesting. The Division assists other state agencies who provide free public education for children in institutions for the neglected or delinquent, or in adult correctional centers. All services available through Chapter I funding must be designed to supplement existing school programs in the basic skill area of reading, language arts and/or mathematics.

Division services include: issuance of legal opinions and interpretations of Federal Laws and regulations for state and local school administrative units operating Chapter I ECIA Projects; investigation of specific allegations of misuse of Chapter I ECIA funds under appropriate statutes and enforcement of compliance with applicable Federal and State rules, regulations, and guidelines; technical assistance through annual program review visitations to more than 80 percent of the 200 projects in local school administrative units each year; development and presentation of inservice instruction for Chapter I ECIA administrators, teachers, assistants, aides, and parents on an annual basis at several statewide sites to up-grade and strengthen programs in the major basic skill areas of reading, language arts, and math; close liaison with other federal, state, local and private agencies and organizations making local units aware of nationally validated programs that can be implemented locally to increase the effectiveness of remedial reading and mathematics projects; responsibility for the compilation, analysis and preparation

of statewide evaluation in the basic competency skills of reading and math and provision of evaluation workshops and individual visitations through a close working cooperative effort with the Northeast Regional Technical Assistance Center located in Hampton, New Hampshire.

Projected Activities for FY 86

The Chapter I Division has agreed to continue provision of financial help to defray inservice costs incurred by the Maine Reading and Math Association and its regional groups during the 1985-86 school year for Compensatory Education Training Sessions.

In response to teacher and parent demand, the Chapter I Calendar of Skills for grades K through 6 is being reprinted for the 1985-86 school year. The calendars will again be available for distribution to local Chapter I Projects statewide. The calendars are designed primarily for parents to use at home with their children.

As part of the continuing effort to improve compensatory service delivery the Chapter I Division will be working jointly with the Division of Educational Assessment, the Instructional Support Group Staff of the Division of Curriculum, as well as members of the Division of Special Education in cooperative funding and delivery of Inservice Training for local Chapter I ECIA Staff on site and at regional workshops and State Reading and Mathematics Associations, Conferences and Conventions.

A great deal of effort will be required from the Division through the 1986 fiscal year in the implementation of the revised Maine Migrant Program activities at the school administrative unit level.

Division of Certification, Teacher Education and Placement. (Steve Hamblin, Director). The primary responsibility of the certification section is issuing proper certification to educational personnel in the State of Maine. The certification section also provides guidance and counseling to prospective educators concerning the proper procedures, options, and alternatives that lead to certification. Another function of this section is that of monitoring school systems and their personnel concerning certification violations. The certification section also serves as advisor to the Commissioner and the State Board of Education in matters dealing with certifications and the preparation of teachers through approved teacher education programs.

The placement section provides a service to both superintendents and prospective teachers. The placement officer refers teachers to school systems having openings as well as providing lists of qualified candidates directly to superintendents.

LICENSES, PERMITS, ETC.:

All educational personnel working in Maine's schools, K-12, are required to hold one or more of the following certificates:

1 year conditional
5 year provisional
10 year professional
2 year provisional "B" (vocational)

PUBLICATIONS:

Credentials and Review Standards and Procedures for the Certification of Educational Personnel and Approval of Auxiliary School Personnel — no fee
Certification — Questions and Answers — no fee
Chemical Dependency Prevention and Education Audiovisual Catalog—no fee
Guidelines for Setting up Support Groups in the School—no fee
Guidelines for Planning and Conducting Student Awareness Programs—no fee
Alcohol, Other Drugs and Highway Safety Curriculum Materials Report—no fee
Project Graduation Reports—no fee

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSTRUCTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,527,771	595,284	219,958		712,529	
Health Benefits	80,336	29,911	12,132		38,293	
Retirement	241,268	95,186	34,574		111,508	
Other Fringe Benefits	6,672	2,414	1,014		3,244	
Computer Services—Comm	5,016	651			4,365	
Computer Services—State	24,694	96			24,598	
Other Contractual Service	1,265,907	652,179	107,255		506,473	
Rents	21,983	8,972	571		12,440	
Commodities	98,082	32,412	29,760		35,910	
Grants—Subsidies—Pensions	22,919,511	1,842,267	16,410		21,060,834	
Equipment	36,624	18,072	6,734		11,818	
Transfers to Other Funds	48,282		11,123		37,159	
TOTAL EXPENDITURES	26,276,146	3,277,444	439,531		22,559,171	

MAINE STATE LIBRARY BUREAU

J. GARY NICHOLS, STATE LIBRARIAN

Incoming WATS: 1-800-452-8793; 1-800-452-3561; 1-800-762-7106
Central Office: Cultural Bldg., Augusta; *Floor:* 1, 2 & 3 *Telephone:* 289-3561
Mail Address: Statehouse Station #64, Augusta, Maine 04333
Established: 1837 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 075; *Citation:* 20A M.R.S.A., Sect. 202
Average Count—All Positions: 56 *Legislative Count:* 57
Organizational Units:
Reference and Information Division
Library Development Services Division

PURPOSE: The broad goal is consistent with the Library Services and Construction Act and the major functions of the Maine State Library Bureau. This broad goal was developed jointly by the Maine State Library staff, the Maine Library Commission/Library Services and Construction Act Advisory Council, the Maine Library Association, the Maine Educational Media Association and the Maine Library Trustees Association.

This broad goal is as follows: the development and coordination of services and resources of all types of libraries/media centers in order to achieve equalization of access to total library resources for all Maine people.

ORGANIZATION: In 1972 the Maine State Library was changed from an independent department to bureau status within the Department of Educational and Cultural Services. The State Librarian, heretofore appointed by the Governor, is now appointed by the Commissioner with the advice and consent of the Governor.

During FY 85 the Maine State Library included the two major divisions of Reference and Information and Library Development.

PROGRAM: The program of the Maine State Library Bureau is reported by several components:

Public Services. This service maintains a non-fiction collection of over 400,000 library items encompassing a wide variety of subject material to meet the needs of individuals, school, and

public libraries and state agencies. Reference service is provided in person, by telephone, WATS and by mail. Special resources and services include a substantial genealogical collection, the Maine Author Collection, newspaper clipping files, a Maine music collection, the Governor Baxter papers, the Avery Collection of lumbering photographs, and federal and state documents. During the past fiscal year the State Library circulated over 150,000 books, processed 50,000 in-house reference questions and mailed over 13,000 books to school and public libraries.

Automated Data Services. This service provides the technical functions for computerized library services. This includes the coordination of the State Library service known as Technical Assistance and Library Information for Maine (TALIMAINE), which links Maine with over 300 national and international computer-based data files on a wide variety of subjects. In addition to computerized services, this section provides advisory assistance to state agency libraries.

Collection Services. This section orders and prepares approximately 10,000 new items a year for circulation for the State Library's central collection and the books-by-mail service and is responsible for maintenance and preservation of the collection. Most of the materials are processed through the OCLC computerized cataloging system which produces catalog cards and offers access to holdings of the libraries using the system. The OCLC system is also used by several state agency libraries and one institutional library. Collection Services also provided 55,000 sets of catalog cards to 93 public libraries.

Maine Regional Library System. The Maine Regional Library System encourages all types of libraries — public, school, academic and special — to better serve their communities through cooperative efforts among themselves and the Maine State Library. Specific activities include the following: direct state aid to local libraries; the support of area reference and resources centers which share their resources with nearly 300 libraries throughout Maine, back-up reference help, direct free access to major resource libraries and consultant services to library district councils and individual libraries. During FY 85 Maine libraries completed over 45,000 interlibrary loan transactions. This is one of the highest per capita rates in the country.

Handicapped Services. As one of 56 regional libraries in the Library of Congress National Library Service for the Blind and Physically Handicapped, the State Library provides, either direct or through its five sub-regional libraries, recorded books and periodicals and equipment on which to play them to visually handicapped people. In FY 85 over 140,000 talking books were circulated to nearly 3,000 registered borrowers. Other services to the handicapped include large print materials (36,000 items circulated in FY 85) and a reference service relating to all handicaps.

Institutional Library Services. The State Library maintains a consultant service to Maine's eight correctional, mental health and special educational institutions to assist them in developing their library programs and to encourage and facilitate their cooperation with each other as well as with other libraries. The State Library further assists by awarding Federal grants based on, and designed to augment, the institutions' budgeted library programs.

Books-by-Mail Services. Books-By-Mail is a service provided for the approximately 200,000 Maine residents who live in small communities which do not have local libraries. This service is available to adults, juveniles, the housebound, handicapped and working people who, at their convenience, may request books from their homes. Selections are made from annotated catalogs which are mailed to individual borrowers. During FY 85 over 72,000 Books-By-Mail items were mailed to over 10,000 rural residents throughout Maine.

Film Services. The Film Services section provides 16mm films to community groups, nursing homes and other institutions through their public library. Film reference and consultant services are provided for the utilization of film and film programming throughout the state. In cooperation with the New Hampshire and Vermont State libraries, 1,500 films are available for loan from the State Library. These films now circulate over 13,000 times a year and reach an audience of over 200,000.

Instructional Television. Television programs are acquired through this program and are broadcast over the Maine Public Broadcasting Network and WCBB in Lewiston for use in the schools. In addition, schedules and teacher guides are suplied for the schools for each of the scheduled program services. In addition to the broadcast service, more than 10,000 Educational Video Services (EVS) programs are taped annually and distributed to more than 200 school systems and other agencies. Technical and consulting services on the utilization and purchase of television equipment are also available on request.

School Library/Media Services. Federal funds are distributed on a per capita basis to all public schools in Maine for the purchase of library and instructional materials and equipment.

Workshops, technical services, and consulting services are made available on the utilization and development of libraries and media centers for all schools in Maine. This includes the review of new school library construction.

Information Exchange/Media Services. This service accesses state and national educational computer data bases for solving problems in classroom instruction, program development, proposal writing and other education topics.

PUBLICATIONS:

Downeast Libraries — $5.00

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the bureau of the Budget's PLA-BAC system.

MAINE STATE LIBRARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,014,915	987,127			27,788	
Health Benefits	52,693	50,297			2,396	
Retirement	160,288	155,955			4,333	
Other Fringe Benefits	4,500	4,378			122	
Other Contractual Service	387,113	316,414	9,466		61,233	
Rents	3,645	3,145			500	
Commodities	208,005	202,217	1,276		4,512	
Grants—Subsidies—Pensions	690,704	429,427		261,277		
Equipment	48,844	25,000			23,844	
Transfers to Other Funds	348,742	7	671		348,064	
TOTAL EXPENDITURES	2,919,449	2,173,967	11,413		734,069	

MAINE LIBRARY COMMISSION

MICHAEL CYR, CHAIRMAN
J. GARY NICHOLS, Secretary

Incoming WATS: 1-800-452-8784
Central Office: Cultural Bldg., Augusta *Telephone:* 289-3561
Mail Address: Statehouse Station #64, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 082; *Citation:* 27 M.R.S.A., Sect. 111
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main function of the Maine Library Commission is to give advice to and make recommendations to the State Librarian and the Commissioner of Educational and Cultural Services with regard to: the policies and operations of the Maine State Library and the State's library program including minimum standards of library service; the apportionment of state aid to libraries; the designation of library districts and their boundaries; the designation of area reference and resource centers; and the designation of research centers. The Commission also gives advice and makes recommendations with regard to the administration of federal funds.

ORGANIZATION: The Maine Library Commission, an important feature of the 1973 legislation creating the Maine Regional Library System, is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts and three representatives from the State at large of whom one is a representative of the disadvantaged. The directors of the area reference and resource centers are ex-officio members.

PROGRAM: The Maine Library Commission held 6 meetings during FY 85. Areas of special interest included the following: per capita state aid to local library units; the sharing of resources among libraries; back-up reference services; direct free access to major resource libraries; statewide books-by-mail services; and library consultant services.

Other activities of note included the review and recommendations regarding the allocation of state and federal funds.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $3,789 and are by administrative decision, included with those of the Maine State Library Bureau.

MANAGEMENT INFORMATION DIVISION

LUCILLE J. JOHNSON, DIRECTOR

Central Office: Education Bldg., Augusta *Telephone:* 289-5841
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071M; *Citation:* 20A M.R.S.A., Sect. 202

PURPOSE: This Division administers the School Finance Act and controls distribution of state subsidies for all school administrative units. Local school accounting and reporting systems are coordinated to provide the basis for State support of local education and accountability of the program.

The program of management information includes collection, control, processing, programming, production, and dissemination of financial and statistical data in support of most departmental programs (Teacher Certification, Nutrition, Scholarships, Special Education, Vocational Education, Local Staff Information, etc.) and Legislative, local, and public needs.

Services of the Division are extended to consultative and leadership functions relative to management information for local educational agencies and State agencies.

ORGANIZATION: The Division functions organizationally in two sections: School Finance and Accounting and Data Management.

PROGRAM: The Division's annual production goals were met with completion of all programs. In school finance, the actual distribution of 1984-85 school subsidies was processed and analyses and management information were prepared and distributed for the 1985-86 subsidy program and legislative actions.

The legislative program in school financing, including the submission of actual costs and the Commissioner's funding levels for the subsequent year was prepared in accordance with the School Finance Act of 1985, which became effective on July 1, 1985.

In addition, the division worked closely with the 112th Legislature in projecting the cost and method of distribution of two $1,000 teacher recognition grants to each certified teacher who holds one of the seven approved positions during the full 1985-86 school year. These grants are to be paid on February 15th and August 15th, 1986. Block grants to local school units were

approved by the Legislature for 1986-87 and 1987-88 to help them achieve the mandated minimum base salary of $15,500 by 1987-88.

The data processing section is actively involved in installing and training for micro-computer at the management level. These machines, in accordance with the data processing plan, will enhance management communications as well as access to data.

The Department mini-computer is now operational and effective.

PUBLICATIONS:

1. Maine Educational Directory
2. Maine Educational Staff
3. Maine Educational Facts
4. Maine School Statistics
5. Public Full-Time Staff Average Salaries
6. April First Census, Students Educated at Public Expense
7. Resident Per Pupil Operating Costs
8. School Finance Act of 1978
9. State Personnel and Superintendents of Schools
10. State of Maine Accounting Handbook for Local School Systems

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANAGEMENT INFORMATION DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	297,820	297,820				
Health Benefits	17,691	17,691				
Retirement	48,226	48,226				
Other Fringe Benefits	1,337	1,337				
Computer Services—State	195,227	195,227				
Other Contractual Service	37,464	37,464				
Rents	50,910	50,910				
Commodities	8,398	8,398				
Grants—Subsidies—Pensions	254,943,395	254,151,760	791,635			
Buildings and Improvement	726	726				
Equipment	1,678	1,678				
Interest—Debt Retirement	12	12				
TOTAL EXPENDITURES	255,602,884	254,811,249	791,635			

ADVISORY COMMITTEE ON MEDICAL EDUCATION

FRED A. DOUGLAS, DIRECTOR, HIGHER EDUCATION SERVICES

Central Office: 9 Weston St., Augusta *Telephone:* 289-2184
Mail Address: Statehouse Sta. #119, Augusta, Maine 04333
Established: May 1978 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 093; *Citation:* 20A M.R.S.A., Sect. 11807
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Advisory Committee on Medical Education advises the Commissioner of Educational and Cultural Services in the development of a plan for medical education in disciplines not available in the State of Maine. This plan is to include the development of a coordinated

mechanism for the administration of the program, the projected number of student seats needed and projected costs in all professional health fields, recommendations for the future need of the professional health contract program, the development of sites for student clinical training, the percentage of the total amount expended for the purchase of the seats at the contract schools that will return with the student undertaking clinical education in Maine, development of incentives to practice in primary care and underserved areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

ORGANIZATION: The Advisory Committee on Medical Education consists of 15 members who shall be recommended by the Commissioner to the Joint Standing Committee on Education for its final approval. Members shall be appointed for a 2 year term. In the case of any vacancies or resignations, the Commissioner recommends names to the Joint Standing Committee on Education to fill the vacancies until the expiration of their terms. Membership of the Advisory Committee includes representatives from those health care agencies and associations, public and private, whose activities are relevant to the objectives of the plan, as determined by the Commissioner of Educational and Cultural Services.

PROGRAM: The Advisory Committee on Medical Education is authorized to make recommendations to the Commissioner relative to implementation of the Post Graduate Health Professions Program. Issues under examination focus on access to post graduate medical, dental, optometric, and veterinary doctoral programs in out-of-state institutions; budget recommendations; legislative policy; student indebtedness; and Program impact on the Maine health system in providing access to health care to the people of Maine.

PUBLICATIONS: Status Report — Advisory Committee on Medical Education 1984-85.

FINANCES, FISCAL YEAR 1985: The Advisory Committee on Medical Education has no appropriated funds and, therefore, had no expenditures for FY 85.

STATE MUSEUM BUREAU

PAUL E. RIVARD, DIRECTOR
ESTHER L. SHAW, Business Manager

Central Office: Cultural Bldg., Augusta *Telephone:* 289-2301
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 073; *Citation:* 20A M.R.S.A., Sect. 202
Average Count—All Positions: 28 *Legislative Count:* 26
Organizational Units:
Administration Division
Research and Collections Division
Design and Preparation Division

PURPOSE: The State Museum is charged in its Declaration of Policy "...to present through the use of its collections and activities the proud heritage and unique historical background, and to preserve and exhibit the environmental and cultural background, and to preserve the environmental and cultural richness of the State..."

The State Museum (Bureau) is responsible for providing a coordinated and integrated system of cultural resources, programs and projects, to encourage and stimulate public interest in the advancement of education and to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level.

ORGANIZATION: In 1836, Maine became the first state in the nation to implement the basic concept of a State Museum. That early museum, however, was subject to the availability of display space in the Capitol and the willingness of various State departments to assume unpaid curatorial functions in addition to their primary functions. The first official State Museum was established in 1919, from which time it was administered by the Commissioner of Inland Fisheries and Game until 1945, when operations were suspended. Increased public interest caused the Legislature to recreate the Museum in 1957 under the Department of Economic Development. Transferred to the State Park and Recreation Commission in 1963, the State Museum did not become an independent, professionally-staffed agency until creation of the Maine State Museum Commission in 1965. The establishment of this agency was soon followed by the allocation, via a bond issue referendum, of funds to create the so-called State Cultural Building to provide a permanent home for the new Maine State Museum, State Library and State Archives.

In 1972, as a result of the general reorganization of State Government, the Museum ceased to exist as an independent agency and became the State Museum (Bureau) of the Department of Educational and Cultural Resources (changed to Cultural Services in 1973), under a director appointed by the Maine State Museum Commission with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: During FY 85 the Maine State Museum continued on its aggressive exhibits development program with major work continuing on "Made in Maine," the largest installation ever constructed by the State Museum. Progress on this important project continued to move ahead of schedule and has permitted the projection of the grand opening in October of 1985, nearly 2½ years ahead of schedule. Work on this exhibition has fostered aggressive activity in the search of collections items needed for the exhibition, and this has, therefore, led to a great increase in the number of artifacts acquired, and the high quality of artifacts given to the Museum.

After a decline in school visitation in the 1970s, school group visitation continued to increase in FY 85 to a total of nearly 26,000 children in organized school groups attending the museum. Most of these groups participated in the Museum's in-gallery programs. Despite the fact that a major portion of the Museum's exhibition space remains closed pending the opening of "Made in Maine," visitation remained level at just under 100,000 visitors per year. The Museum continues to avoid direct advertising or promotion of visitation until "Made in Maine" is opened.

Because the Museum's exhibition program is funded by the Museum's operating budget, aggressive progress on the construction of installations necessarily comes at the expense of other worthwhile endeavors. There are many programs of importance to the community, to Maine, and to the Museum, which have necessarily been set aside during a period of major growth and construction within the Museum's building.

Exhibitions. The exhibition program can be characterized as falling within three broad categories of work: the long-range planning of major exhibitions of the future, the construction of major long-term exhibitions, and the construction of short-term "temporary" exhibitions. The Museum was active in each of these program areas during FY 85. Long-range planning increasingly focuses on the design and engineering of the major installation planned to deal with Maine's prehistoric heritage. This major culture-history exhibition entitled "12,000 Years in Maine" will deal with the Museum's important collections of archaeological and ethnographic specimens and artifacts. These will be arranged in a major new two-story gallery space that will be created adjacent to the "Made in Maine" exhibition space on the Museum's lower exhibit level (now closed to the public). In many ways the "12,000 Years in Maine" exhibition will prove the most complex and difficult of any installation attempted at the Museum...the specimens and artifacts are mostly quite small and interpretation is often difficult.

As noted above, work on the long-term exhibition program has presently focused on the early completion of the "Made in Maine" exhibition. Work during FY 85 on this installation has proceeded with the completion of structural work and basic carpentry, and the actual installation of the room environments, and the artifacts in the exhibition cases. The major aspects of this work which were contracted to others included the installation of carpeting and the setting of glass which encloses most of the numerous scenes. Aside from these particular special projects, the vast majority of all work on the exhibition has been undertaken by the staff of the Museum itself.

Work on short-term changing exhibitions has not been as aggressive during the past fiscal years as in some previous years. This has been one impact of the accelerated schedule of "Made in Maine." The most substantial of the temporary installations, called "Maine-ly Children,"

is, however, a major and important statement about child life in 19th century Maine. The theme of this exhibition has arisen from the research of the staff and most of the collections are property of the Maine State Museum. The "Maine-ly Children" exhibition occupies the entire changing exhibitions gallery and will remain on view until the winter of 1985-86. Meanwhile, planning is now commencing on the next series of temporary exhibitions which will likely include a major exhibition of Maine-marked silver.

Collections: The exhibitions "Made in Maine" and "12,000 Years in Maine" continued to influence the direction of collections building at the State Museum. In the previous fiscal year, the "Made in Maine" exhibition helped lead the Museum toward the acquisition of important machinery needed to recapture the 19th century working scenes which formed the core of the installation. During FY 85 the collecting effort has increasingly focused on the acquisition of Maine-made products for exhibition in the scenes and in several display areas designated for those collection items.

The search for "Made in Maine" products of various kinds focused first on smaller items of decorative arts such as furniture, clocks, pottery, silver, and other items of 19th century domestic furnishing. In addition, however, the Museum sought and secured a number of other Maine-made products including Maine-made firearms and fishing rods, and some few items of industrial manufacture.

The expansion of the exhibition space for "Made in Maine" fostered the further development of the collections by providing a large exhibition space which permitted, for the first time, the exhibition of larger Maine-made products. To fill this space, which had been added to the overall exhibition plan during the course of construction, the Museum embarked on an effort to secure a number of transportation-related Maine products. These included boats, engines, sleighs, carriages, and even automobiles. Important new acquisitions made during FY 85, therefore, have included carriages made in Thomaston and in Portland, sleighs made in Union and Auburn, a motor launch built in East Boothbay, and a sailing dinghy made on North Haven. The engine collections have been built, from scratch, to include important and rare gasoline and steam engines made in Portland, Augusta, Camden, Boothbay and Mechanics Falls.

Meanwhile, collections activity was also concentrated on the acquisition of ethnographic artifacts needed for the "12,000 Years in Maine" exhibition. Attention is being paid to securing items of 19th century clothing, and some success has been achieved in this search.

Conservation: The Museum remains involved in the care and conservation of materials at an increased pace reflecting the heightened needs for the "Made in Maine" and the "12,000 Years in Maine" installations as well as for temporary exhibitions. Due to the continued high level of conservation work required in the mounting of these installations by the Museum, and the work created by new acquisitions coming through large bequests, the services of the conservation laboratory continue to focus specifically upon the needs of the State's own collections. Through work on the major installations it has been discovered that there are other areas of collections conservation needs which must be addressed shortly if the Museum is to sustain its primary role of protector and preserver of State property. Many classes of artifacts particularly ethnographic materials and larger wagons and machinery require increased attention in the coming year.

Volunteers: Twenty-five volunteers contributed over 2,000 hours of labor to the Museum during FY 85 in the areas of visitor services, research and technical services. In particular, the FY 85 volunteer program was unusual because of the contribution of several individuals to the "Made in Maine" exhibition. Countless hours were contributed by retired loom-fixer Ernest Morency in the reassembly and installation of power looms in the Museum's "Mayall Mill" weave shed installation. The majority of gasoline and steam engines restored for the "Made in Maine" exhibition were totally repaired and refinished by Andy Anderson. These individuals contributed a different sort of volunteer work than had commonly been found at the State Museum.

Educational Services: A new brochure on "How to Schedule Group Tours" was provided to elementary, junior and senior high school administration and teachers and to other groups such as summer camps, senior citizen clubs, etc. The brochure promotes increased public use of the Museum. Described are 13 gallery programs which explore the historical uses of artifacts on exhibit and provides a registration form and map for planning tours at the Museum, Blaine House, State House and Fort Western. Visitation from school-age groups accounted for 33% of total attendance during the school year and 25% of total attendance for FY 85.

LICENSES, PERMITS, ETC.:

Any person, agency or institution desiring to excavate an archaeological site on State-controlled land which is listed on the National Register of Historic Places shall submit a written application for a permit to the Maine Historic Preservation Commission, the Maine State Museum and to the agency controlling the property. (27 MRSA §371-378 inclusive).

PUBLICATIONS:

Greenleaf, Moses: A SURVEY OF MAINE IN REFERENCE TO ITS GEOGRAPHICAL FEATURES, STATISTICS AND POLITICAL ECONOMY
Facsimile reprint of 1829 edition with biographical introduction. Text only.
469 pp. ISBN 0-913764-00-0 ..... cloth binding 14.00

Sullivan, James: THE HISTORY OF TI'E DISTRICT OF MAINE
Facsimile reprint of 1795 edition with biographical introduction and Osgood Carleton map. 421 pp. ISBN 0-913764-01-9 ..... cloth binding 14.00

Demeritt, Dwight B. Jr.: MAINE MADE GUNS AND THEIR MAKERS
An authoritative, biographical study of Maine gunsmiths, illus. 209 pp.
ISBN 0-913764-04-3 ..... cloth binding 22.00

Myers, Denys Peter: HISTORIC ARCHITECTURE OF MAINE
The Maine Catalog, HABS, illustrated. 254 pp.
ISBN 0-913764-05-1 ..... perfect bound 8.95

Churchill, Edwin A.: MAINE COMMUNITIES AND THE WAR FOR INDEPENDENCE, 1976, Study Guide, 110 pp.
ISBN 0-913764-08-6 ..... perfect bound 2.95

Branin, M. Lelyn: THE EARLY POTTERS AND POTTERIES OF MAINE, Illus. 262 pp. ISBN 0-913764-12-4 ..... cloth binding 22.00

Willoughby, C.C.: INDIAN ANTIQUITIES OF THE KENNEBEC VALLEY
Ed. by Arthur E. Spiess. Illus. 160 pp. ..... cloth binding 22.00

Churchill, Edwin A.: SIMPLE FORMS AND VIVID COLORS — Maine Painted Furniture 1800-1850. Illustrated in color. 120 pp.
ISBN 0-913764-15-9 ..... hard cover 25.95
ISBN 0-91376416-7 ..... perfect bound 17.95

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE MUSEUM BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	588,870	570,058	18,812			
Health Benefits	30,974	29,733	1,241			
Retirement	93,987	91,093	2,894			
Other Fringe Benefits	2,624	2,539	85			
Other Contractual Service	193,540	168,077	13,531		11,932	
Rents	452	452				
Commodities	191,676	130,032	51,239		10,405	
Grants—Subsidies—Pensions	4,534	54	1,920		2,560	
Equipment	11,968	877	1,461		9,630	
Transfers to Other Funds	4,055				4,055	
TOTAL EXPENDITURES	1,122,680	992,915	91,183		38,582	

MAINE STATE MUSEUM COMMISSION

ARNOLD STURTEVANT, CHAIRMAN
FRANK PELTIER, Vice-Chairman

Central Office: Cultural Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2301
Mail Address: Statehouse Sta. #83, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 085; *Citation:* 27 M.R.S.A., Sect. 82
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine State Museum Commission was established to formulate policies and exercise general supervision over the State Museum; to make recommendations to the Legislature as necessary to improve the functions of the Museum; and to delegate powers necessary for the administration of laws relating to the State Museum.

ORGANIZATION: The Maine State Museum Commission consists of fifteen members, especially qualified and interested in the several fields of museum activity, appointed by the Governor for terms of six years.

The Commission meets regularly to formulate policies and to exercise general supervision of Museum activities. Standing committees work with the director in the continuing development of long range plans in the following areas: acquisitions/conservation, legislative/finance/building, community relations/liaison, fine arts, publications, and programs/exhibits.

Permanent records of the Commission meetings are maintained and are audited according to state law. Also, the Commission serves as the appointing authority of the Museum Director with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: The Maine State Museum Commission held 9 meetings during FY 85.

All gifts, bequests, and other donations offered the Maine State Museum and recommended by the Museum's professional staff were formally and legally accepted on behalf of the State. The Commission also reviewed and approved purchases of artifacts for the Museum's permanent collections. Staff recommendations for deaccessioning of items not pertinent to the collections of the Museum were considered and upon approval were disposed of in a manner consistent with the Museum's policy.

The Commission reviewed and approved the budget and programs submitted by the Museum Director. Priority was established on obtaining full climate control for the Museum's new exhibit area on the lower level.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $3,215 in FY 85 and are, by administrative decision, included with those of the State Museum Bureau.

OFFICE OF PERSONNEL

ALAN YORK, Personnel Officer

Central Office: Education Bldg., Augusta *Telephone.* 289-5821
Mail Address: Statehouse Sta. #23, Augusta
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071P; *Citation:* 20A M.R.S.A., Sect. 202
Average Count—All Positions: 2 *Legislative Count:* 2.0

PURPOSE: The purpose of this office is to provide a complete range of personnel services for all areas in the Department of Educational and Cultural Services.

ORGANIZATION: This office has two positions: the Personnel Manager and a Clerk Typist III.

PROGRAM: The MDECS Office of Personnel continued to provide a wide range of personnel related services to the Department's employees. With a decentralized system of personnel management (one or more employees at each of thirteen locations is responsible for coordinating personnel activities) the communication of personnel information, forms, procedures, etc. becomes a primary responsibility. Also, labor relations activities (contract negotiations, handling of informal and formal employees grievances, interpretation of seven different State-Union contracts) require continuous attention. The decisions which can have significant counsequences to individual employees and their work life are continuously assessed, explained and implemented with the assistance of the MDECS Office of Personnel.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

BUREAU OF SCHOOL MANAGEMENT

WILLIAM F. PAGNANO, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta *Telephone:* 289-5902
Mail Address: Statehouse Sta. #23, Augusta
Established: 1974 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 071S; *Citation:* 20A M.R.S.A., Sect. 202

PURPOSE: The purpose of the Bureau is: 1) To administer the Bureau consistent with policies and procedures established by the Commissioner, the State Board of Education and statute. 2) To help provide Maine children with school facilities conducive to learning. 3) To provide funds to assist local units to reduce consumption and the cost of energy. 4) To help provide for the health, safety and welfare of children riding Maine school buses in the most efficient manner. 5) To help provide nutrition education and to provide for the basic nutritional needs of Maine children participating in the school lunch program. 6) To provide for the education of children in Maine's Unorganized Territory.

ORGANIZATION: This Bureau was administratively created by the Commissioner in 1974 as part of a reorganization prompted by the Maine Management and Cost Survey. The Division of Higher Education Services (formerly attached to the Bureau of Instruction) is now part of the Bureau of School Management. Baxter School for the Deaf (formerly part of this Bureau) is now directly under the supervision of the Commissioner.

PROGRAM:

Division of Higher Education Services. The Division provides many and varied services to and for the public, private, and proprietary post-secondary educational institutions in the State of Maine.

The Division carries out established procedures leading to the authorization by the Legislature of the requested degree. The Division also processes requests from out-of-state institutions which seek to offer academic credit courses or programs in Maine with final approval granted or denied by the State Board of Education. Application forms and copies of procedures, rules and regulations are provided through the Division.

The Division administers the Post Graduate Health Professions Program which is designed to assist Maine resident students in gaining access to selected health professions schools. Qualified Maine students are able to obtain a specified number of seats/spaces at the University of Vermont College of Medicine; the Tufts University Schools of Medicine, Dentistry, and Veterinary Medicine; the University of Pennsylvania School of Veterinary Medicine; the New York State College of Veterinary Medicine at Cornell; and the New England College of Optometry.

The Maine Student Incentive Scholarship Program (MSISP) is administered by the Division. This is a direct grant program of financial aid made available to Maine residents who attend post-secondary school in eligible schools in Maine and New England. It is based on financial need as determined by a statutory formula including the cost of attendance at the school and the student's available financial resources. Applications for program participation must be made by May 1 by completing and filing a Financial Aid Form. The funds available to eligible applicants come from both state and federal sources.

A major function of the Division concerns the operation of the Maine Guaranteed Student Loan Program and the Maine Guaranteed Parental Loan Program. Although much of the direct administration is provided by the United Student Aid Fund through a contract with the State of Maine, much direct activity with local lenders is conducted through the Division. Policies, rules, and regulations are developed for approval action by the State Board of Education. Lender workshops are conducted by Division staff and assistance is provided student borrowers and parents. Current information concerning revisions in Federal laws and other items of interest are provided to lenders via a newsletter distributed quarterly.

The division administers certain federal assistance programs for Maine post-secondary institutions when federal or state statutes require. Although there are no programs for which funds are now available, programs which had been funded and administered in the past included Titles III and VII-A of the Higher Education Act of 1965.

All student academic records of students' attendance at post-secondary schools which are now closed are maintained by the Division. These records are preserved for historic purposes as well as being made available to an individual student upon request. A student desiring copy of his transcript must submit a request and a small processing fee. Copies of the original transcript are made, embossed with Department of Educational and Cultural Services seal and sent to the student or to a school as requested.

State statutes require that correspondence schools and private, post-secondary business, trade or technical schools which operate in Maine or, in the case of correspondence schools which solicit or sell in Maine any correspondence course, shall be licensed for such operation. This statutory responsibility is carried out by the Division.

Individuals who have had either National Defense or National Direct Student Loans may have all or part of the loans forgiven by teaching in a school which has a high concentration of low income families. The identification of eligible schools and the providing of information about how to obtain the cancellation is a function of the Division.

State funds are made available to eligible osteopathic medical students as loans to assist in meeting the cost of their professional preparation program. These monies are provided through the Maine Osteopathic Loan Fund which was created by state statute and its administration is a function of this Division.

The licensing of cosmetology and barber schools is a function of the Division as a result of statutory changes. Schools apply for a license; an evaluation team makes an on-site visit to determine the school's compliance with established rules; and if compliance is found, a license is issued. Licenses are valid for one year and annual follow-up is done concerning requests for renewal.

The Division is responsible for the conduct of the Blaine House Scholars Program. This was established by the 111th Legislature and provides interest free loans to high academic achieving students for their attendance at a postsecondary educational institution. Student eligibility for program participation is determined, loans are processed, and appropriate follow-up is done concerning repayment and return service provisions.

The collection of data from postsecondary institutions under the Higher Education General Information Survey is coordinated in the Division.

Division of School Operations. The program for the education of children residing in the Unorganized Territories (E.U.T.) involves the operation of six (6) elementary schools for 310 pupils K-8 in addition to 924 students who are tuitioned and transported to local school systems throughout the State. Approximately sixty employees, twenty-four school buses, and forty private conveyors are utilized to provide free public education to students in Maine's remote townships. During school year 1984-85, the five-year plan for necessary construction at the five elementary schools was started, and construction of a multi-purpose room to alleviate space problems at the Edmunds Consolidated School is underway and will be completed by September 1985. The addition of Brookton has been approved and funded and slated to begin in the fall of 1985. Computers and VCRs are in each of the schools to allow the students in these rural areas to join their peers throughout the State in becoming familiar with these new instructional tools. Adult education is also being offered in the Unorganized Territories for the third consecutive year.

The Maine Conservation School, located at Bryant Pond, is also administered by the Division of School Operations. Conservation and environmental courses are conducted for both junior/senior high school students each year, workshops are offered Maine teachers, and special elderhostel programs are offered in this residential setting.

Division of School Nutrition Programs. The Division administers and supervises the federally subsidized food service programs for public schools, private schools, summer recreation sites and summer residential camps. In addition, the unit administers the Nutrition Education and Training Program which has a priority goal of making available a Basic Nutrition Course to all teachers and school food service personnel.

Maine received nearly $12,500,000 Federal funds to assist schools and other sponsors in providing nutritious meals for children and youth. The State provided $950,000 in matching funds. All meals served to children were reimbursed in whole or in part by Federal funds. In December, 1983, participation in Maine schools averaged 108,959.

Meals Served Daily, December, 1983

Program	Free	Reduced Price	Regular Price	Total
School Lunch	43,894	13,162	52,103	108,959
School Breakfast	5,009	609	1,101	6,719
School Milk	376		1,975	2,351

The Summer Program is reaching fewer children, but more Maine children this year. As regulations have changed, residential camps have dropped from the program and schools have entered the program.

Meals Served during Summer of 1983

Breakfast	62,604
Lunch	68,452
Supper	51,426
Supplement	39,990

Donated Commodities. Sixty-three products were received from the U.S. Department of Agriculture and distributed to recipient agencies during this fiscal year. Products included dairy items, meats, poultry, vegetables, fruits and various grain products.

Recipients included approximately 107,000 children in school lunch and child care centers, 10,600 young people in summer camps and 15,000 persons in tax exempt, non-profit institutions. Certain dairy products were also made available to 4,000 children in 45 day care centers and approximately 2,700 persons in senior citizen centers. A special distribution of over 2,200,000 pounds of donated commodities was provided to local Food Banks and Community Action Centers for distribution to needy persons under presidential directives. Distribution was made to over 76,000 households.

For 12 months ending June 1984, we distributed to all recipient agencies 9,950,000 pounds of product with an approximate value of $7,672,000.

This Distributing Agency has entered into processing contracts with ten different companies producing breads, pizzas, salad dressings, and fish and cheese products. The value of USDA commodities shipped to these companies amounted to $292,000 for this 12 month period. This value is reflected in reduced prices to recipient agencies as an added benefit from our program.

Division of Transportation, Driver Education and Safety. The Division provides Driver Education program approvals and assistance to secondary schools. Approved programs were offered by 132 schools which issue completion certificates to 8,900 students.

One hundred twenty-eight (128) school bus purchase approvals were issued and the expenditure of $4.0 million in school bus purchases and bus note payments were certified for the fiscal year.

Division of School Facilities. This division is the approving agency for all major school construction in Maine. In addition, it is responsible for the school leasing program, the energy retrofitting program in schools and the Maine School Building Authority.

Energy audit recommendations have resulted in approvals for energy improvements to public schools totalling $10.7 million. Of this total, energy improvements amounting to $8.9 million have been completed.

During FY 1984, 127 leases were approved for a total of $635,514 to provide space for local administrative units until construction can be approved.

The State Board of Education granted concept approval for 17 public school construction projects in the amount of $18,358,000. One project totalling $541,500 failed to gain a favorable local vote in referendum. Thus, the net approved school construction level for FY 84 was $17,816,500.

PUBLICATIONS:

Maine Nutrition Education Needs Assessment (From state-wide assessment) 1979-1980 Technical Report. (Free — receive copy from State Depositories)

Resource Guide for Nutrition Education Annotated Bibliography (Free—receive copy from State Depositories)

Breakfast Brochure (Advertising Brochure)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SCHOOL MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,610,358	1,149,457			460,901	
Health Benefits	97,644	70,374			27,270	
Retirement	254,797	184,369			70,428	
Other Fringe Benefits	7,014	4,923			2,091	
Other Contractual Service	3,110,079	2,695,791	211,833		146,388	56,067
Rents	26,353	10,736			15,617	
Commodities	81,419	60,235			21,184	
Grants—Subsidies—Pensions	19,609,753	2,438,470	26,371		16,912,146	232,766
Buildings and Improvement	383,258	373,638				9,620
Equipment	106,907	1,047			11,181	94,679
Interest—Debt Retirement	842,980					842,980
Transfers to Other Funds	143,777	120,000	4,383		21,035	—1,641
TOTAL EXPENDITURES	26,274,339	7,109,040	242,587		17,688,241	1,234,471

BUREAU OF VOCATIONAL EDUCATION

ROBERT F. BOURQUE, ASSOCIATE COMMISSIONER

Central Office: Education Bldg., Augusta; *Floor:* 2 *Telephone:* 289-5854
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 076; *Citation:* 20A M.R.S.A., Sect. 202

Average Count—All Positions: 584⅓ *Legislative Count:* 399

Organizational Units:

Division of Program Services
Division of Secondary Vocational Education
Division of Adult & Community Education
Division of Postsecondary Vocational Education

PURPOSE: The major goal of this Bureau is to expand and improve the quality and extent of vocational education opportunities available to the people of Maine.

Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Bureau of Vocational Education is authorized to administer State vocational-technical institutes and vocational centers and regions; to develop a State Plan for Vocational Education; to provide vocational educational opportunities as an integral part of secondary and postsecondary public schools; to provide consultant services to local agencies in connection with vocational education, including curriculum planning, in-service training and evaluation; to provide financial aid to local education agencies; to expand and to improve existing programs and implement new programs, including aid for teachers' salaries, teaching, instructional equipment and materials, and construction of vocational education facilities; to arrange with higher education institutions for the training of needed vocational education personnel, including financial assistance; to coordinate the planning and implementation of public school vocational education with other agencies and organizations concerned with manpower development; and to act for the State of Maine with respect to federal programs administered through the U.S. Department of Education.

ORGANIZATION: The Bureau of Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational Education in administration of the Smith-Hughes Vocational Education Act. The Board consisted of the Commissioner of Education who served as chairman, and two additional members appointed by the Governor. In 1931, the Board was abolished and its duties assumed by a Vocational Education Board established within the new Department of Education. The new Board consisted of the Commissioners of Health and Welfare, and Labor, and the Commissioner of Education who retained chairmanship. In 1949, the Board was abolished and its duties transferred to the State Board of Education. In State Government reorganization in 1971-73, the Department of Educational and Cultural Resources (Services) was formed, and divided into four bureaus, including the Bureau of Vocational Education. The State Board of Education retained its responsibilities concerning vocational education, and with the Commissioner of Educational and Cultural Services, supervises the activities of the Bureau.

PROGRAM:

Affirmitive action: The Bureau of Vocational Education operates an affirmative action program which has three primary functions: technical assistance; evaluation; and special programs.

1) Technical assistance is provided to secondary and post-secondary vocational and technical institutions for the purpose of refining local affirmative action plans, developing policy, conducting training sessions, clarifying legal and policy issues, providing resources, and acting as a clearinghouse for information. Training sessions conducted were one day workshops on the issue of preventing sexual harassment. Workshops were conducted at NMVTI and SMVTI.
2) Evaluations for civil rights compliance are conducted once every five years for all secon-

dary and postsecondary programs of vocational instruction provided by vocational regions and centers and State operated vocational-technical institutes. These evaluations focus on local affirmative action policies, admissions and recruitment of students, access to programs and activities for students and employment. These evaluations are conducted as part of the school accreditation process. During fiscal year 1985, civil rights evaluations were conducted of: the Westbrook Vocational Center, and Vocational Region Ten (Brunswick).

3) Special programs were conducted during fiscal 1985 at the secondary and postsecondary levels. Vocational Region Four (Bangor), the Portland Regional Vocational Center, and the Capitol Area Vocational Center (Augusta) each conducted programs for sending school teachers and counselors to acquaint them with vocational training available to their students with special emphasis on opportunities for young women in nontraditional vocational programs/jobs. This activity relies heavily on the use of hands-on activities in each trade area being explored.

An identical program was offered by each of the above for middle school girls and boys to explore programs considered nontraditonal for girls. Portland Regional also ran an identical program for boys and girls for each to explore traditional and nontraditional programs.

At the postsecondary level, Northern Maine Vocational-Technical Institute conducted its fifth Prevocational Nontraditional Exploration Program for Disadvantaged Women. The five week program's primary emphasis was to provide the women enrolled with an opportunity to learn about nontraditional careers through hands-on experiences. In addition to hands-on experiences in nontraditional trades, the women received instruction related to personal development and career decision making.

Agriculture and Natural Resource Programs: During fiscal year 1983-84, approximately 31 agriculture and natural resource programs were in place. Included in these program areas are wood harvesting, horticulture, marine occupations, general and vocational agriculture. In addition to these secondary programs, five postsecondary (VTI) programs are offered. These include agriculture mechanics, soil science, and wood harvesting.

Adult education continues to grow in the many diverse course offerings of approximately one hundred different agriculture and natural resource areas.

The total students served numbered approximately 1,400 for 1984-85, not including the adult program areas.

The agriculture and natural resource professional teachers organizations continued to be very active. The Maine Vocational Agriculture Teachers Association (MVATA) held six meetings including in-service workshops and seminars covering such topics as soils, FFA contests, current trends in the potato industry, and forestry in the agriculture curriculum. The annual conference was a regional affair held in Jackson, New Hampshire.

The Maine Forestry Instructors Association (MFIA) conducted several workshops and seminars including a three-day "Winter Workshop" held at Squaw Mountain in Greenville. Topics covered in the in-service study included technical updates, safety, and an intensive first aid-first responder course.

The M.F.I.A. was instrumental in the production of a publication called "Safety Guidelines for Forestry Related Instruction in Maine Schools". These safety guidelines are available from the Maine Department of Educational and Cultural Services. The annual high school woodsmens' meet was held at Northern Maine Vocational Technial Institute in May with approximately 85 participants attending.

The Future Farmers of America (FFA) is functioning well in Aroostook County. The annual convention was held in Orono at the university in June. The many activities the FFA students and officers are involved in include national leadership training in Washington, D.C., contests at the Eastern States Exposition, a regional public speaking contest, and the Fall national convention in Kansas City. The FFA day-to-day administration is carried on by Clair Carter, part-time executive secretary of the Future Farmers of America.

Governor Joseph Brennan has appointed a Task Force to study "Agriculture in the Classroom". This program is an initiative sponsored by the USDA and has been encouraged as a means to help make the general citizenry more aware of the principles of agriculture using the educational system grades K-12. A final report will be made by the Task Force in the Fall of 1986.

Marketing/Distributive Education: In 1984-85, 400 students were enrolled in 16 Marketing/Distributive Education Programs.

The sixteenth State Leadership Conference for Marketing/Distributive Education students (DECA) was held at the Bangor Mall and Husson College on March 22-23, 1985.

Two hundred high school juniors and seniors from all over Maine participated in competitive events in the areas of advertising, sales demonstrations, and store layout.

Robert H. Thomas, Director of Cooperative Education at Husson College, assisted in directing the Conference designed to strengthen students knowledge of the principles and practices of the free enterprise system.

Students competed within more than a dozen places of businesses located at the Hogan Road Mall. Numerous store owners and their personnel judged the competitive events. Some events were at the master employee level while others were of a supervisory capacity.

Business Education: Business Education, a broad and diverse discipline, was offered to several thousand students at 128 of Maine's senior high schools during 1984-85. Student enrollment at the three sites approved by the State Board of Education as Vocational Business programs totaled 300.

Educators in Business began the 1984-85 school year with a convention at Squaw Mt. in Greenville. Ray Martin, instructor in the Business Education Department at Brewer High School, was recognized as Business Teacher of the Year.

Council members of the Business Education Association of Maine Selected Keyboarding as a topic for inservice training sessions during 1984-85.

Patricia Headley from Minnesota conducted Keyboarding Workshops at Morse High School, Bath, and at Husson College, Bangor.

A Keyboarding Position Paper was developed by a special committee during 1984-85. It was finalized and accepted by the State Board of Education. Copies were disseminated to Business Educators and administrators throughout the State.

Word Processing and Typewriting curriculum guides have been edited and disseminated.

The State Association of Future Business Leaders of America (FBLA) presented charters of membership to four chapters in 1984-85. State FBLA membership totals over 400.

Seth Hopkins, Dexter High School, President, conducted a regional leadership conference at Hall-Dale High School in October, 1984. He presided at a State Convention held in April, 1985, at the Golden Fan, Brunswick.

Competitive tests in seven business subjects were administered to 2,300 contestants within the fourteen regions. Thomas College, Waterville, and the Northern Maine Vocational-Technical Institute, Presque Isle, hosted 300 students in May, 1985, in the State contests.

Consumer and Homemaking: In 1984-85, there were 122 senior high schools and 71 middle/junior highs offering Consumer and Homemaking Education to girls and boys. Several of the senior high teachers also taught junior high classes. Of the 17,800 students served in grades 9-12, 20% were males.

Scheduled visits were made to 25 schools. Several others were made to assist first-year or returning teachers, to help instructors with curriculum development, discuss facility changes, and to assist administrators who requested service.

Eleven area meetings were held around the State to provide in-service education opportunities for home economics teachers. Chairmen located in each area planned their own programs based on need.

The Curriculum Committee of the Maine Home Economics Teachers Association held a dinner meeting to advise the State Consultant about teacher in-service needs. A smorgasbord of topics was addressed by teachers such as broadening the integration of computers and reinforcement of academics into home economics courses, serving special needs students, and exploring new curriculum strategies. Plans were also made for an all-day workshop to be held in October of 1985.

A one-day leadership workshop was held in the fall of 1984 at Eastern Maine Vocational Technical Institute for Maine Future Homemakers of America (FHA) officers, district chairmen, and their advisors. The Executive Council provided leadership for 400 girls and boys from 32 chapters which were affiliated with the State and National associations.

The annual FHA Convention was held in April of 1985 at Presque Isle High School. Over 300 youth and adults participated. Focus of the convention was "Bridging the Gap: Parents and Teens".

Six Future Homemakers of America district conventions were held during the year under the guidance of the State and district advisers. Theme for the conventions was "How Society Has Changed the Role of the Homemaker".

The Maine Home Economics Teachers Association held its annual meeting in September of 1984. Over 100 home economics teachers attended the in-service workshops addressing issues leading to "Excellence in Home Economics Education".

The President of the Maine Future Homemakers of America, her advisor, and the State FHA Advisor participated in the 1984 National Convention in Chicago, Illinois. Students and advisors participated in workshops addressing leadership, management, public relations, nutrition, related occupations and parenting.

The Maine Home Economics and Health Occupations Resource Center continued to serve home economics, health occupations, wage-earning, and some other teachers. Curriculum materials were circulated over 7,000 times during fiscal 1985. Several workshops were provided by the coordinator, particularly in the use of computers. The Home Economics Consultant serves as a member of the Center Advisory Committee which met twice during the year to provide input for the new resources and to assist the Coordinator with administrative decisions.

Consumer and Homemaking funds were provided to the University of Maine at Orono and at Farmington to assist in the training of home economics teachers. The State Consultant, department heads, and teacher educators met to coordinate a cohesive home economics program around the State.

The State Consultant serves as a member of the Home Economics Advisory Council and the President's Alumni Advisory Board on Teacher Education at the University of Maine at Farmington. She also serves on interagency committees and coalitions to address such issues as teen pregnancy, parenting, and nutrition.

Cooperative Vocational Education and Work Study Programs: Vocational cooperative education programs provide Maine students with a planned work/learn sequence in local businesses and industries in accordance with Maine labor laws. Related instruction supplementing the job experience is provided in classroom settings while the skills are learned in paid job experiences with the cooperation of area employers. In 1983-84 fiscal year, 57 programs were offered in 43 locations throughout the State. These programs served 1,610 students in cooperation with Maine employers.

Industrial Arts: There are presently 187 Industrial Arts programs in the State of Maine. These consist of 127 Senior High School and 60 Junior High/Middle School programs.

Again this year there is a surplus of teachers available to fill vacancies. The majority of these candidates are from out-of-state and have been recruited by the Bureau of Vocational Education and the Office of Teacher Placement and Certification.

The Department of Industrial Education and Technology is now the Department of Technology within the School of Applied Science at University of Southern Maine.

Inservice activities for 84-85 have consisted of micro-computers in managing and teaching laboratory activities, excellence in Industrial Arts, Occupational Safety and Health and Technology Education.

Industrial Education Degree Programs: Four-hundred and sixty (460) persons have matriculated in Industrial Vocational Education programs at USM. At year's end, 60 received baccalaureate degrees in those areas.

Health Occupations: During FY 1984-85, Secondary Health Occupations programs began to reflect rapidly changing labor market trends. Most notable were the Certified Nursing Assistant programs which included curricula for home-based care, long-term care, and community health.

1012 Certificates of Training were issued in 1984 to secondary and adult students enrolled in Nursing Assistant Training programs.

In cooperation with the Department of Human Services, Division of Licensing and Certification, the Bureau began to develop curricula for standardized programming for Home Health Aides. Successful completers of this program will receive a Certificate of Training issued by the Department.

In post-secondary Health Occupation programs, Maine ranked #1 in the nation in the April, 1984 Practical Nurse licensure exam, with one Maine student achieving a *perfect* score.

Two schools, K.V.V.T.I. and N.M.V.T.I. graduated students from the Associate Degree upgrade program. These students placed 6th in the nation in the February, 1985 Registered Nurse licensure exam.

In January 1985, K.V.V.T.I. received National League of Nursing Accreditation for its Associate Degree Nursing program. Statewide, there is a significant increase in applications for and admissions into the Associate Degree upgrade programs. This appears directly attributable to their accessibility to those seeking career mobility in Nursing and their flexibility in providing

for part-time and full-time attendance options.

The activities of the Maine State Advisory Board for Health Occupations Education focused primarily upon the activities of the state-wide task force on the "Entry Into Practice" issue and the work of its sub-committees on Articulation and Competencies. Pending the outcome of these study committees the Advisory Board will consider the possibility of introducing legislation which would hasten the collaborative effort in articulation between all levels of nursing education.

A summer course for CEU credits was held at Portland for secondary, post-secondary and adult nursing educators as well as school nurses.

M.H.O.E.A. (Maine Health Occupations Educators Association) also provided two one-day seminars for CEU credits.

The Resource Center Depository at the University of Maine-Farmington has increased its holdings to include a variety of computer software for Health Occupations educators. Additionally, in-service training in basic computer literacy was provided for all levels of HOE instructors.

In June of 1985, Maine sponsored its first student delegation of sixteen students and three advisors to the National H.O.S.A. (Health Occupations Students of America) Conference in Nashville, Tennessee. Three Maine students entered in National competitive events, after having been winners at the state competition last April. One student from Region 10, Brunswick, won first place in the medical terminology competition event. There were 1,850 registered attendees at the convention.

During FY 1984-85, the consultant conducted comprehensive reviews of five (5) Center Regional Secondary Health Occupations programs and provided technical assistance to new and emerging programs.

Wage-Earning: During FY 1984-85, a Food Service Computer Workshop was held for secondary and post-secondary instructors and in July, 1985, a summer course for CEU credits was conducted for food service instructors.

The Governors Task Force Report: "Child Care in Maine: An Emerging Crisis" charged secondary, post-secondary, and adult vocational delivery systems with providing more training for child care providers. This, coupled with the labor market statistics on the need for child care, has triggered the planning and approval of two new programs which will begin operation in the Fall of 1985 at Region 1—Northern Aroostook County and Region 11—Norway-South Paris. Several additional programs are in the planning stages at secondary vocational centers/regions across the state.

Long-range program planning in the area of Child Care includes provision for articulation between secondary vocational programs and post-secondary Early Childhood Education programs increased collaboratives with industry-based Child Care.

Trade and Industry: Trade and Industrial programs are those programs that encompass hard trades such as welding, machine tool, etc.

In the 1983-84 fiscal year, there were 182 secondary vocational programs covering 20 occupational areas offered in 50 locations throughout the State. These programs provided entry level vocational education to 5,531 Maine students.

The in-service contract with the University of Southern Maine was renewed for this year and provided Maine's vocational instructors with a series of technical updating seminars and workshops. Course offerings in the teaching of vocational education continue to be delivered throughout the State with the services of an itinerant instruction from the USM campus. These courses, workshops and seminars help improve the quality of vocational education and assist vocational instructors in meeting recertification requirements.

Handicapped Persons: Vocational education programs for handicapped individuals in secondary schools are designed to teach job skills at levels commensurate with ability. The capabilities and individual needs of students are determined by Pupil Evaluation Teams and are outlined in the Individual Education Plans. These projects must insure that appropriate support (related) services are provided to help handicapped students benefit from vocational education. These services include job placement and follow-up, specialized vocational counseling, remedial instruction, and other services as outlined in the Individualized Education Plan. A total of 22 projects were funded by the Bureau of Vocational Education with federal monies. During the year, 1100 handicapped students received special services through the federal projects.

Cooperative Agreement: An individual opinion survey was conducted throughout the State to ascertain how extensive people's knowledge is of the effectiveness of their local coop

agreements. Included in the survey were Superintendents, Principals, Guidance, Vocational Education Directors, Vocational Education staff, Special Education and Rehabilitation.

Teacher Training: During the fiscal year 1985 a top priority of the Bureau of Vocational Education was and will continue to be the training of occupational and vocational staff, as well as correctional system personnel, in techniques and methods of identifying and working with students who may be recognized as disadvantaged or handicapped.

A contractual relationship with the University of Southern Maine has been continued for implementing a staff development system to improve instructional competence of vocational teachers of Maine so that they can deal more effectively with handicapped and disadvantaged student populations. The concept of ongoing long-term commitments to staff development efforts within vocational institutions of Maine has been encouraged, and more emphasis is being given to individual professional growth of vocational educators.

The vocational staff development system provided 61 professional growth activities with participant enrollment of 1,273. All of the secondary regions and centers and the six postsecondary vocational-technical institutes utilized this contractual relationship to provide training for their teachers.

Workshop topics were in the areas of: Job Placement; Computer Usage; Health Occupations; Safety; Affirmative Action; Sexual Harassment; Vocational Staff development; Forestry Instructor; Advisory Committee Workshop; H.O. Conference; Director's Workshop; Consultant Workshop; Professional Workshop; Student Placement; Workshop on Listening Skills; P.E.T. Process Workshop; Vocational Assessment/Curriculum Modification; OSHA Follow-Up; Cooperative Education Summer Institute; Teaching Students with Special Needs; Pre-Service Institute; Fire Instructor Workshop; Chemical Dependency Workshop; Substance Abuse Workshop; and, Stress Management Workshop.

Disadvantaged Persons: Thirty-four projects were funded during fiscal year 1985 and provided services to 5,605 secondary, postsecondary, and adult students. These services include skill development, developmental math, developmental reading, guidance, and placement. These projects provide services to 2154 displaced homemakers including 154 enrolled in vocational programming and 131 inmates at two correctional institutions.

Evaluation: The Bureau of Vocational Education continued to operate under management by objectives during fiscal year 1985. The process entails a self-evaluation lasting six or seven months and a special team visitation to audit the self-evaluation results. Six schools have been involved in the self-evaluation process; four have been given five year approval and two will be submitted to the State Board of Education in the fall of 85. Six other schools will be involved in the self-evaluation process during FY 1986.

Construction of Schools: There was no construction during FY 1985.

Vocational Education in Postsecondary Schools: Maine has six postsecondary vocational-technical institutes (VTI's) located throughout the State. These institutes are funded by State legislation, while the State Board of Education has responsibility for their operation, administration, and supervision through the Department of Educational and Cultural Services, Bureau of Vocational Education. As stated in Maine's State Plan for Vocational Education, the major goal of postsecondary vocational education is to provide quality programs and services to all citizens who need and desire occupational or technical education at the postsecondary level. Achieving this goal is the responsibility of Maine's six vocational-technical institutes. The six VTI's offer a wide range of technical, trade, health, and business programs at the associate degree, diploma, and certificate levels.

Full-time daytime enrollment at the VTI's for fiscal year 1985 was 3,346. Each institute offers an adult education program, and the enrollment for 1984-85 is estimated at 16,000 students. The VTI's offer an estimated 66 different programs each year. In 1984-85, they employed 300 instructional staff and an administrative staff of 45.

Student aid is made available to VTI students through College Work Study, Pell Grants, State Scholarship Grants, State Student Incentive Grant funds, along with individual scholarships offered at the respective VTI's. Remedial programs are offered through Federal Vocational Education funds; JTPA programs are funded at the VTI's under the six percent Vocational Education Grant through JTPA Title II funds.

VTI Work Study: College Work Study programs are offered by each of the post-secondary vocational-technical institutes to aid students with their educational costs. During fiscal year 1985, an estimated 518 students participated in work study programs. Students were employed as office workers, custodians, maintenance helpers, and groundskeepers.

Adult Vocational Education: Adult vocational education is delivered through Maine's vocational technical institutes, vocational centers, and vocational regions. Programming consists of preparatory courses for adults learning new job skills; upgrading courses for adults learning new or advanced skills in their current occupations; and apprenticeship courses for apprentices registered through the Maine State Apprenticeship Council.

During the 1984 fiscal year, total enrollments in these categories were nearly 23,000. The Bureau of Vocational Education works closely with the Maine State Apprenticeship Council in providing related instruction for Maine's apprentices. Home basing — a method of guiding apprentices through related instruction — continues to be one of the Bureau's major thrusts.

Maine Adult Education Program: Public school adult education in the State of Maine includes the Adult High School Diploma program; the GED program, general evening school, community education, adult handicapped, basic literacy (State funded), and adult basic education (Federally funded). One hundred and fifty-three local agencies in the State now offer some type of adult education programming. Enrollments during fiscal year 1984 totalled 97,939. The adult high school diploma and GED programs are geared for adults to earn their secondary school credentials, while general evening school offers programs in avocational skills. Basic literacy programs are offered for those persons with a low level of education attainment, and adult handicapped programs are offered for those adults with physical or emotional handicaps who find it difficult to participate in regular adult education programming. Community education is a concept of involving the community in the educational process, including the utilization of citizens' advisory councils.

Fire Service Training: The Fire Service Training Program (FST) employs a staff of three full-time administration and staff people and 28 part-time field instructors. During FY 1984-85, 76 training courses were taught in every county of the State. There were 1,026 hours of instruction provided in hands-on firefighting skills and related knowledge, yielding 13,250 student completion hours. In addition, 3 Certified Fire Instructor Regional Academies and 5 Certified Firefighter I Regional Academies, and 2 Certified Firefighter II Regional Academies, co-sponsored by local Adult Ed programs provided 699 hours of instruction (15,387 student completion hours) to firefighters in 10 counties. Using the Regional Academy approach, Fire Service Training has, with the help of the VTI Fire Technology programs, trained over 200 certified fire instructors in two and a half years.

The Maine State Fire Academy trained and cerfified 48 firefighters in an intense 106-hour program conducted jointly with NMVTI and the Presque Isle Fire Department.

In addition to direct delivery of training, the FST Program assisted regional fire training organizations in delivering 15 weekend Fire Attack Schools attended by nearly 3,200 Maine firefighters.

Other services provided include fire apparatus specification and acceptance testing, performance testing, as well as fulfilling more than 1006 requests for audio/visual aid materials from the FST library.

A one-year curriculum development process, accomplished by FST instructors, funded with vocational education monies, has yielded a comprehensive firefighting curriculum based on National Fire Protection Association Standards, which was implemented July 1, 1983. The transition to performance-based instruction provided the foundation for a fire education and training "system" linking all of Maine's fire service educational organizations into a coordinated effort.

Since implementation of the state standard curriculum, more than 200 fire department training officers in Maine have adopted it as their training guide.

A task force of FST instructors led by the FST Supervisor developed a comprehensive program policy manual during FY 84. The 78 page guide spells out everything you always wanted to know about FST program philosophies, goals, objectives, policies and procedures. It was updated and revised in FY 85.

Veterans Education: During Fiscal Year 1985, the Veterans Education Unit of the Department continued to work with officials of schools and job training establishments to maintain and enhance the quality of education and training provided to veterans and eligible dependents. Funding for this activity remained consistent with that of past years.

During Fiscal Year 1985, the Veterans Education unit conducted a wide range of program approval and supervisory activities with 52 institutions of higher learning, and 52 schools which offer non-college degree programs. In addition, the unit was involved in approval and supervisory activities with 45 training establishments, which offer one or more on-the-job training programs. There were approximately 1,700 veterans and eligible dependents participating monthly

in education and training programs throughout the fiscal year. They brought approximately $7,500,000.00 into Maine through the receipt of Veterans Administration Educational Benefits.

In October of 1984, a new educational program was enacted. The emphasis or purpose of this new law is somewhat different from past G.I. Bills. In addition to readjustment, recruitment and retention of highly qualified personnel into the military services has become a focus. This purpose is exemplified through a supplemental program of educational benefits and expanded educational opportunities for members of the National Guard and Selected Reserve. This new law, entitled The Veterans Educational Assistance Act of 1984, is effective July 1, 1985.

The Veterans Education Unit staff has been very active in official positions of the National Association of State Approving Agencies. The Coordinator of the Unit was reelected President of the Association for 1985-86.

LICENSES, PERMITS, ETC.:

Certificate:

Certified Assistants to Nurses at Basic, Advanced, and Administration of Medications (Pharmacology) levels.

Certificate:

State-certified Firefighter I, II; Fire Instructor I (NFPA)

PUBLICATIONS:

Various publications in the following categories are available free of charge:

Adult Education
Agriculture
Consumer and Homemaking Education
Home Economics Wage-Earning Programs
Industrial Arts
Trade and Industry
Vocational-Technical Institutes
Directory of Schools and Training Establishments Approved for the Education and Training of Veterans and Dependents
Cooperative Agreement (programs & services to handicapped students)
A Model for Placing Handicapped Students in Vocational Programs
Programs for the Handicapped U.S.O. Ed.
Disabled U.S.A. $9.50 Annual
I Can Ideas for Vocational Teachers
A Handbook for Local Advisory Councils on Vocational Education
Instruments and Procedures for the Evaluation of Vocational/Technical Education Programs at the secondary level
Publication for Equity Guidelines for State Department Staff
Safety Education in the School Shop
Bureau Directories

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VOCATIONAL EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	983,616	222,766	114,866		645,984	
Health Benefits	48,307	10,376	4,836		33,095	
Retirement	158,148	38,752	18,161		101,235	
Other Fringe Benefits	4,341	1,008	360		2,973	
Computer Services—Comm.	106				106	
Computer Services—State	196,124				196,124	
Other Contractual Service	497,155	140,917	63,230		293,008	
Rents	11,780	212	8,743		2,825	
Commodities	21,468	615	14,496		6,357	
Grants—Subsidies—Pensions	3,393,734	2,088,554			1,305,180	
Equipment	20,163		15,425		4,738	
Transfers to Other Funds	245,904		6,670		239,234	
TOTAL EXPENDITURES	5,580,846	2,503,200	246,845		2,830,801	

CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE

NELSON J. MEGNA, DIRECTOR
RICHARD H. LEE, JR., Asst. Director

Central Office: 1250 Turner St., Auburn *Telephone:* 784-2385
Mail Address: 1250 Turner St., Auburn, Maine 04210

Established: 1964 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 440; *Citation:* 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 67½ *Legislative Count:* 67½

PURPOSE: The primary mission of Central Maine Vocational Technical Institute (CMVTI) is to provide instruction in trade and technical skills while simultaneously developing within its students the capacity to grow and to adapt to the changing needs of business and industrial technologies. The Institute believes it serves its students and the community best by training competent and responsible workers who are not only skilled in up-to-date techniques, but who have good attitudes about working.

ORGANIZATION: CMVTI was established on July 5, 1964, and enrolled students in four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September, 1964. Originally, the Institute leased a building in Lewiston. In January of 1966, it was relocated to its present campus, on a 110 acre site donated to the Institute by the City of Auburn. The first class numbered 47 students. CMVTI has expanded in terms of programs offered, in terms of students served, and in terms of classroom facilities.

The Institute now offers 10 programs of study: Architectural and Civil Engineering, Automotive Technology, Building Construction Technology, Electromechanical Technology, Food Preparation Technology, Graphic Arts Technology, Machine Tool Technology, Practical Nursing, Metal Fabrication Technology and Welding Technology. Of these, Practical Nursing

is a three semester program with classes scheduled throughout the calendar year. Welding is a 26-week program which starts in September and ends in March. Food Preparation Technology is a one-year program. All other programs are two years in duration. CMVTI awards certificates, diplomas and associate degrees to those students who have successfully completed program requirements.

The CMVTI campus now includes three dormitories, a vehicle maintenance building, and the initial building which has sustained five additions to house all educational activities.

As with the other vocational technical institutes, CMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services.

PROGRAM: Central Maine Vocational Technical Institute's program offerings can be divided into 3 categories: full-time entry level programs, part-time continuing education programs, and special community interest programs.

Entry Level Programs. These are full-time intensive programs designed to provide training at the postsecondary level for entry into trade, industrial and business positions. Curricula for these courses is designed to meet performance standards for the specific career for which students are preparing. Courses are developed with the advice of faculty and craft committees, and are approved by the director. Programs undergo revision periodically to insure that their objectives and content are consistent with industry and student needs. In addition, courses are tailored to fit student needs in closely related fields of study to provide options within those fields.

Continuing Education Programs. Through the evening division, courses are offered to employed and unemployed individuals in order to further develop present capabilities with more advanced technology and skills, which are designed to increase the individuals' options and abilities, and to provide the community with higher skilled, more employable workers. These programs draw on assets of the full-time programs and on materials provided through outside trade, industry and academic sources.

Special Community Interest Programs. These are usually programs of short duration and intense content, offered in cooperation with outside interest groups. Seminars are co-sponsored by national engineering societies, federal agencies, colleges, and other trade and professional groups. Usually, CMVTI serves a catalytic role and provides a place to hold meetings. These programs may be presented at CMVTI, or off campus locations, but under the sponsorship or cosponsorship of CMVTI. Programs have been organized through CMVTI and presented over a large area of the State of Maine. Programs are not limited strictly to trades, but also encompass what are usually considered professions.

Student Performance Data. In the past, CMVTI has employed one, five, and ten year student follow-ups to assess student performance as employees in the occupations for which they were trained. These figures have been used in determining new and revised program directions and objectives. Overall results have shown that CMVTI is placing trained personnel in real employment need areas, and that a very high majority of those employed, stay employed in either their major career trained field, or in closely allied fields. In addition, a more recent comprehensive ten-year survey has just been completed, which shows that approximately 93% of those trained in the last ten years are still employed in their related fields, and that they have experienced career growth and advancements consistent with the stated goals and objectives of CMVTI.

During FY 85 there were 440 students enrolled full time at CMVTI and approximtely 2,000 persons taking courses in the Institute's evening division.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

CMVTI Catalog
CMVTI Student Handbook (current each year)
CMVTI Program Brochures (illustrated folders which describe each of the programs offered
CMVTI Adult Education Catalog (issued twice each year)
CMVTI Alumni Newsletter (issued semiannually)

CMVTI Student Yearbook (prepared annually)

All but the last of these publications are available without charge and may be obtained by addressing requests to the Institute.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,570,347	1,455,468	23,185		91,694	
Health Benefits	83,705	80,458	58		3,189	
Retirement	241,820	227,328	3,615		10,877	
Other Fringe Benefits	4,822	4,599	60		163	
Other Contractual Service	413,596	334,985	72,441		6,170	
Rents	36,858	35,225	1,633			
Commodities	459,077	434,006	19,625		5,446	
Grants—Subsidies—Pensions	187,554	5,000	15,000		167,554	
Equipment	124,877	109,881	10,996		4,000	
Transfers to Other Funds	6,142		3,274		2,868	
TOTAL EXPENDITURES	3,128,798	2,686,950	149,887		291,961	

EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE

ALAN CAMPBELL, DIRECTOR

Central Office: Hogan Rd., Bangor *Telephone:* 941-4600

Mail Address: Hogan Rd., Bangor, Maine 04401

Established: 1965 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 441; *Citation:* 20A M.R.S.A., Sect. 10103

Average Count—All Positions: 76 *Legislative Count:* 68

PURPOSE: Programs at Eastern Maine Vocational Technical Institute are intended to prepare the individual for immediate employment upon graduation.

The institute offers an educational program at the one and two-year post-secondary level to train technicians to function as productive members of society. These graduates will have acquired the vocabulary of technicians, understand the basic principles of the fundamental sciences which are common to both the professional and semi-professional aspects of technology, and will be able to supervise and assist the skilled worker in the production or construction with which he is faced.

ORGANIZATION: EMVTI started operation as a school in September, 1966. Space was rented from the Bangor city school system and classes were held on the third floor of the old high school building in Bangor. Shop space for Automotive and Building Construction programs was obtained from Rapaport Brothers on Oak Street. The Machine Tool program was operated out of the machine shop in the new Bangor High School on a shared basis with the high school. Distributive Education, Electronics, and Electrical Power classes were all held at the old high school.

The first entering class numbered 90 students. An appropriation of $1,000,000 had been made available by the 102nd Legislature to construct a new facility on a 95 acre tract off Hogan Road, and work began in the fall of 1966. The shop areas for Machine Tool, Automotive, and

Building Construction were completed and occupied in September, 1967. The classroom and administrative spaces became available in January, 1968.

Further legislative appropriations made possible an addition to the Building Construction shop, and a laboratory wing. In 1971 these resulted in the inauguration of four new programs; Environmental Control, Foods Technology, Medical Laboratory Technology, and Practical Nursing. In 1974, the first class in Radiologic Technology was graduated.

The first dormitory and eating facility was opened for occupancy in the fall of 1969. Another dormitory having facilities for both men and women was completed in 1975. The two dorms provided living facilities for approximately 200 students. A large building originally owned by the Bangor Mental Health Institute was donated to EMVTI and converted into a much needed athletic facility. This was ready for use in 1974.

Programs in Heating, Refrigeration/Air Conditioning and Welding were implemented in 1979 in a modern building which also houses a 150-seat lecture hall. The Adult and Continuing Education division has grown to serve nearly 3,000 people in a variety of programs in the eastern Maine area. EMVTI is governed by The State Board of Education and administered by the Maine Department of Educational and Cultural Services.

PROGRAM: During FY 1985 Eastern Maine Vocational Technical Institute has operated fourteen (14) full time training programs and 200 part time course offerings. There were nearly 600 full time students and 3,000 part time students enrolled.

Areas of major progress have been in administrative structure, program improvement plans for renovation, and specific industry training.

A bond issue for a new mechanics shop building and renovations to our existing building was approved in November 1984. This will enable us to train technicians in the field of heavy equipment and automotive mechanics in an acceptable facility.

The provision of the Carl Perkins Vocational Education Act will enable E.M.V.T.I. to enhance pre-admission progress and to assist economic development efforts more efficiently.

Eastern Maine Tech is a planned balance of classroom, laboratory and practical experience designed to produce competent technicians. Students are expected to develop proper work attitudes and habits in conjunction with skill development.

The class of 1985 placement rate approached 90% at graduation.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

Eastern Maine Vocational Technical Institute—Catalog-'85-87
Student Handbook 1985-86
Adult and Continuing Education. A listing of CED courses (updated by semester).
Single brochure for all programs.
All publications are available without charge at the school.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,821,007	1,488,983	104,360		227,664	
Health Benefits	93,463	81,641	4,232		7,590	
Retirement	276,010	230,507	16,831		28,672	
Other Fringe Benefits	5,717	5,087	130		500	
Other Contractual Service	545,184	445,065	76,192		23,927	
Rents	7,418	5,002	2,109		307	
Commodities	335,241	215,229	118,209		1,803	
Grants—Subsidies—Pensions	281,396	23,530			257,866	
Equipment	90,053	75,092	14,961			
Transfers to Other Funds	6,899		3,796		3,103	
TOTAL EXPENDITURES	3,462,388	2,570,136	340,820		551,432	

KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE

BARBARA WOODLEE, DIRECTOR

Central Office: Western Ave., Fairfield; Gilman St., Waterville *Telephone:* 453-9762
Mail Address: P.O. Box 29, Fairfield, Maine 04937; Gilman St., Waterville, Maine 04901
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 442; *Citation:* 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 48

PURPOSE: KVVTI is dedicated to the delivery of quality postsecondary vocational technical education in the areas of the trades, allied health, business and industry.

The mission of KVVTI is to provide job-entry level skills through full and part-time Associate degree, diploma, or certificate programs. Upgrading and retraining courses are offered to meet the needs of Maine's citizens as well as the manpower needs of Maine's employers.

This Institute believes that vocational technical education for the individual begins with acquiring basic knowledge leading to productive skills, job satisfaction, and self-fulfillment which should continue throughout life.

ORGANIZATION: Kennebec Valley Vocational Technical Institute (KVVTI) was activated when the 104th legislature appropriated monies for a state vocational and technical institute in Waterville. KVVTI began operations in the fall of 1970 using equipment and facilities of the Regional Technical Vocational Center in Waterville. Emphasis was directed toward short-term intensive programs.

KVVTI occupied and renovated the Gilman Street High School in September 1978. This greatly enlarged the classroom, office and laboratory space available. In May of 1979, the legislature approved the establishment of the Institute directly under the State of Maine, Bureau of Vocational Education along with the other five (5) vocational technical institutes (VTIs). During the summer of 1980, KVVTI purchased 60 acres of land and buildings adjacent to I-95 in Fairfield. Programs are now offered at both the Fairfield and Waterville Sites.

KVVTI is now governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20A, Chapter 403, M.R.S.A.

PROGRAM: KVVTI offers the following full-time vocational programs: Heavy Equipment Maintenance, Carpentry, Electrical, Business Administration, Secretarial Science, Health Occupations, Medical Assistant, Respiratory Therapy Technician, Licensed Practical Nursing, Associate Degree in Nursing, Electronics Test Technician, Emergency Medical Technology, and Microcomputer Business Systems. Also offered are a variety of short-term adult education courses from 30 to 200 hours in length to meet the needs of adults requiring upgrading, and/or retraining. A full-time four year apprenticeship program is offered to carpenters/millwrights. Growth has been increasing to the point that KVVTI's programs are fully subscribed.

KVVTI endeavors to meet the following objectives in its programs and services:

1. To provide occupational/education programs which prepare students for realistic employment upon graduation.
2. To provide programs which place emphasis upon building competencies in mathematics and communication skills.
3. To provide courses that contribute to a broad educational base upon which the students can build during their lifetime.
4. To assure that courses offered conform to standards that will allow students to continue their education at other colleges and universities.
5. To assist in the economic development of our community by providing skills retraining and pertinent state-of-the-art courses.
6. To assure that programs and courses reflect responsive planning, implementation and evaluating processes.

The stated goals and objectives of KVVTI outline the areas which will provide for growth and expansion.

KVVTI provided vocational education to over 290 regular day students during FY 1985 while evening division enrollment exceeded 2,300. Placement of graduates has averaged 82%. Although enrollment in programs is not limited to Maine students, the Institute draws most of its students from the 150,000 citizens residing within a 30 mile radius of Waterville. Adult courses cover a wider geographical area, from Jackman to Rockland. KVVTI is fully accredited by the New England Association of Schools and Colleges. The Respiratory Program is accredited with the Council on Medical Education of the American Medical Association. The Practical Nursing Program is accredited by the Maine State Board of Nursing. The Registered Nursing Program is accredited by the National League for Nursing and the Maine State Board of Nursing.

LICENSES, PERMITS, ETC.:

KVVTI awards diplomas to all students satisfactorily completing all one school year program requirements. Certificates are presented in the short term programs.

The associate degree is granted to all students satisfactorily completing the two-year Business Administration, ADN (Registered Nursing), Secretarial, Science and Emergency Medical Technology programs.

PUBLICATIONS:

KVVTI catalog revised bi-annually. Sent to all interested students, guidance, and various agencies. Provides general information of the Institute's programs, application procedures, courses, etc. — free.

Student Handbook provided to each entering freshman. Contains general information, school policies, regulations, and procedures — free.

Brochures — assorted brochures which provide general information of the Institute's regular and adult education courses to interested citizens. — free.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,039,661	787,453	42,796		209,412	
Health Benefits	49,310	37,235	730		11,345	
Retirement	161,964	123,927	5,783		32,254	
Other Fringe Benefits	3,034	2,381	28		625	
Other Contractual Service	220,220	125,880	63,100		31,240	
Commodities	116,353	91,675	13,475		11,203	
Grants—Subsidies—Pensions	124,951				124,951	
Equipment	45,688	30,367	825		14,496	
Transfers to Other Funds	8,945		2,952		5,993	
TOTAL EXPENDITURES	1,770,126	1,198,918	129,689		441,519	

NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

JAMES C. PATTERSON, DIRECTOR

Central Office: 33 Edgemont Dr., Presque Isle *Telephone:* 769-2461
Mail Address: 33 Edgemont Dr., Presque Isle, Maine 04769
Established: 1962 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 443; *Citation:* 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 103 *Legislative Count:* 70

PURPOSE: The central purpose of NMVTI is to provide quality instruction in various technical specialties. Graduates receive specific training and the general educational skills necessary to obtain and upgrade their employment in their chosen occupation. These services are delivered to full- and part-time students in many different settings from the main campus, Loring Air Force Base, six branch campuses and various businesses and industries in Northern Maine.

ORGANIZATION: NMVTI is a State of Maine supported, fully-accredited, postsecondary institution, governed by the State Board of Education under provisions of Title 20A, Chapter 403 .M.R.S.A.

The Institute began classes in 1963 and is located on an 87 acre tract on the former Presque Isle Air Force Base. For the first eight years the school operated from converted Air Force facilities. The first new permanent building was completed in 1970 and eight others have been added with the new mechanical trades building completed in November of 1982.

The school began in 1963 offering four occupational programs with an enrollment of 70 students. In School Year 1984-85, NMVTI offered training in 20 occupational programs with an enrollment of 565 full-time and 3,000 part-time students. NMVTI offers two-year Associate Degree programs, two year Diploma and Certificate programs of one year or less.

PROGRAM: NMVTI served 565 full-time day division students in 20 different technical programs during FY 85. Commencement figures indicated that 270 students completed Institute programs. Annual job placement figures for the 1984-85 class were favorable with over 90% of the available graduates being gainfully employed.

During FY 85, the Division of Adult Education served over 3,000 people by offering courses on campus and at satellite centers in Houlton, Van Buren, Katahdin, Loring and Caribou.

Additionally, the Division of Adult, Industrial and Continuing Education developed numerous special programs such as:

—Continued Digital and Microprocessor training for Great Northern Paper Company.
—Provided English classes for Pinkham Lumber employees.
—Held special summer camps for junior high students exposing them to various business and technical occupations.
—Continued a four-week Women's Exploration Program.

Over 3,000 individuals used campus facilities for general meetings and workshops.

LICENSES, PERMITS, ETC.:

Associate Degree
Diploma
Certificate

PUBLICATIONS:

Pamphlets describing the occupational programs
Student Handbook
Annual Status Report
Institute Catalog
Financial Aid Brochure

Admissions Requirement Information Sheet
Admissions Summary Sheet
Day School and Adult Education Schedules — 2 times per year
Campus Overview Sheet
(These publications are all free.)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,358,365	1,633,215	270,009		455,141	
Health Benefits	117,165	90,798	9,045		17,322	
Retirement	343,213	255,967	34,230		53,016	
Other Fringe Benefits	7,622	5,814	664		1,144	
Other Contractual Service	689,084	543,697	118,504		26,883	
Rents	70,825	19,489	51,336			
Commodities	561,349	361,037	197,206		3,106	
Grants—Subsidies—Pensions	436,805	37,915	15,917		382,973	
Buildings and Improvement	18,225	3,777	14,448			
Equipment	149,638	149,406	—2,359		2,591	
Transfers to Other Funds	16,142		9,194		6,948	
TOTAL EXPENDITURES	4,768,433	3,101,115	718,194		949,124	

SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

WAYNE H. ROSS, DIRECTOR
WILLIAM WARREN, Assistant Director

Central Office: Fort Rd., So. Portland *Telephone:* 799-7303
Mail Address: Fort Rd., So. Portland, Maine 04106
Established: 1946 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 444; *Citation:* 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 176 *Legislative Count:* 137½

PURPOSE: Southern Maine Vocational Technical Institute is dedicated to provide a high quality program of instruction which not only recognizes the importance of technical knowledge and development of skills, but, in addition, the need to develop work and social habits and attitudes. The institute believes in an integrated technical and related education as necessary throughout the occupational curriculum to enable students to develop a self-awareness and social responsibility, to successfully compete in a chosen occupational field.

ORGANIZATION: Southern Maine Vocational Technical Institute was founded in 1946 and was operated as a day school for six years in the Vickery-Hill Building in Augusta as the Maine Vocational Institute. An ever-increasing enrollment, however, and the rapid growth of the technological sciences necessitated more comprehensive facilities. During the summer of 1952 the institute was moved to the former site of Fort Preble in South Portland. In 1964 the addi-

tion of other vocational technical institutes within the state required the name to be changed to Southern Maine Vocational Technical Institute, (SMVTI).

The present SMVTI campus of approximately sixty acres now consists of forty buildings, ranging from the technical instruction facilities to storage sheds. A total of twelve departments comprise the thirty-two technical programs on campus.

The programs now being offered include:

Applied Marine Biology & Oceanography
Automotive Technology
Building Construction
Culinary Arts
Dietetic Technician
Electrical Technology
Industrial Electronics Technology
Electronics Technology
Heating & Air Conditioning
Hotel-Motel-Restaurant Management
Industrial Electricity
Law Enforcement Technology
Practical Nursing
Machine Tool Technology
Marine Science
Plant & Soil Technology
Plumbing & Heating
Radiation Therapy
Radiologic Technology
Respiratory Therapy
Surgical Technology
Wastewater Treatment Plant Operator

Many of the programs have several options in depth or specialization, thereby meeting the educational and financial needs of the students and allowing the institute to maintain maximum efficiency of facilities and personnel.

SMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20A, Chapter 403, M.R.S.A.

PROGRAM: The past year has been an interesting one for Southern Maine Vocational Technical Institute. The acceptance of the quality of the institution by students and employers has been gratifying. Continued progress by faculty and staff toward improvement of quality has been commendable.

Students. Enrollment of regular day students, deferred admissions, deferred degree and special students totalled 1,180 in the 84-85 school year. An additional 5,000 persons were served through the Adult Division in courses for upgrading, retraining and apprentices. This division also provided courses for over thirty area industries, businesses, trade associations and communities to assist in upgrading personnel. These courses are offered in-plant and on campus and are specifically designed for the industry.

Financial Aid. Over 600 students received $1.5 million in student financial aid during 1984-85. Needy students applied for grants and work programs including Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Guaranteed Student Loans, and State scholarships. Financial counseling and planning services to students and their families are also available through the program.

Other Activities. This past year has been one of energetic progress here at SMVTI, and as it goes into the decade of the 80's it is making great strides as a leading postsecondary educational institution in New England. It is interesting to note that a recently published enrollment fact sheet lists SMVTI as the eighth largest postsecondary educational institution in Maine in terms of full-time equivalency students enrolled.

Applications for admission to day programs have remained reasonably stable in the past year, some programs experiencing an increase in the number of applicants and some a decrease in line with the smaller high school graduating classes across the state. Many programs still receive at least twice the number of applicants as they have available space. Applications received at the institute are approximately twice our capacity for incoming freshman slots.

There continues to be a high demand for such programs as Culinary Arts, Electronics, Health Programs and Hotel/Restaurant Management. The Allied Health programs have developed rapidly. Radiological Technology, Respiratory Therapy, Radiation Therapy and Surgical Technology are now offered at the Associate Degree level. Placement of students in these fields, as in most SMVTI programs, is nearly 100 percent.

Other changes in curriculum include a Dietitian Technician credential in Culinary Arts, a proposed program to upgrade Licensed Practical Nurses to Associate Degree Registered Nurses, a possible hardware-oriented, two-year program in Computer Technology, and numerous short-term technical programs, funded by JTPA to meet demands of industry in areas of Secretarial Science, Machine Tool, Building Construction, and Electro-Mechanical Maintenance.

Our faculty has been provided with staff development funds to enable them to keep up with the growing technologies demanded by today's industries. We are proud of our faculty accomplishments, and they would be an asset to any school in the country. Our dedicated support staff personnel are amazing in the way they provide assistance in the operation of a facility of this size and contribute so much to the success of the institution.

A grant of $35,000 has been received from the federal government to upgrade the athletic field, and SMVTI will provide matching funds to complete this multi-use field. The matching funds will be coming from a benefactor who has donated funds to the school over the past three years. These funds have been invested for a campus-wide project.

In addition, our Plant & Soil Technology program received an anonymous gift of $130,000 which will give the program the flexibility to do some exciting and innovative things. Matching funds are currently being sought.

The approval of the VTI Bond Issue has facilitated SMVTI in the selection of an architectural firm for the design and planning of a Multi-purpose facility which is scheduled to be under construction sometime in early 1986.

A cooperative agreement between the City of South Portland and SMVTI is resulting in the development of the Spring Point Shoreway which will provide a walkway around the campus next to the shore front. Phase 3 has been completed with a walkway from the beach to the Electrical Building, and an arboretum constructed, along with a covered outdoor picnic area.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

No charge for any of the following publications:

Campus Map
Information Sheet
Admissions Policies

Program Brochures as follows:
- Applied Marine Biology & Oceanography
- Automotive Technology
- Building Construction
- Culinary Arts
- Dietary Technician
- Electrical Technology
- Electronics Technology
- Industrial Electronics Technology
- Heating, Air Conditioning
- Hotel-Motel-Restaurant Mgt.
- Industrial Electricity
- Law Enforcement Technology
- Machine Tool Technology
- Marine Science
- Plant and Soil Technology
- Wastewater Treatment Plant Operator (booklet)
- Radiation Therapy
- Radiologic Technology
- Respiratory Therapy
- Plumbing and Heating
- SMVTI Catalog, 1985-1987

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system:

SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,404,489	2,429,277	208,938		766,274	
Health Benefits	159,879	117,664	8,525		33,690	
Retirement	527,835	388,884	31,948		107,003	
Other Fringe Benefits	10,749	7,930	746		2,073	
Other Contractual Service	861,921	648,144	184,880		28,897	
Rents	22,090	16,071	3,932		2,087	
Commodities	571,623	455,815	92,603		23,205	
Grants—Subsidies—Pensions	279,508	1,274	1,080		277,154	
Buildings and Improvement	4,670		4,670			
Equipment	187,920	119,627	26,077		42,216	
Transfers to Other Funds	17,674		6,035		11,639	
TOTAL EXPENDITURES	6,048,358	4,184,686	569,434		1,294,238	

WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE

RONALD P. RENAUD, DIRECTOR
DAVID SOUSA, Dean of Students

Central Office: River Rd., Calais *Telephone:* 454-2144
Mail Address: River Road, Calais, Maine 04619
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 05; *Unit:* 445; *Citation:* 20A M.R.S.A., Sect. 10103
Average Count—All Positions: 60 *Legislative Count:* 44

PURPOSE: The purpose of Washington County Vocational Technical Institute (WCVTI) is to provide post-secondary vocational technical education for citizens of Maine. Full-time instruction is offered in 17 occupational programs. Part-time instruction is provided to upgrade and retrain those already in the work force.

ORGANIZATION: WCVTI was established in 1969. Located on the outskirts of Calais, on a hillside overlooking the St. Croix River, the campus ranges over 400 acres of rolling, open fields fringed by a thick evergreen forest. Modern, functional buildings house the classrooms, shops and library. Thirteen occupational programs are offered at Calais. They are Automotive, Building, Construction, Diesel Service, Electronic Communications, Food Service, Heating, Heavy Equipment, Plumbing, Residential Electricity, Secretarial Studies, Welding and Wood Harvesting. A new Associate Degree in Electronic Communication and Business is offered jointly with the University of Maine at Machias.

In 1978 WCVTI established a Marine Vocational Center at Eastport. Private contributions and an Economic Development Administration Grant made possible the purchase of a waterfront site and renovation of instructional facilities. Four marine-oriented programs are offered at Eastport. They are Boatbuilding, Commercial Fishing, Marine Mechanics and Marine Painting.

The curricula at WCVTI consist of a balanced schedule of classroom study and realistic shop projects. Students learn by doing, as well as by studying theoretical and technical aspects of the field. Each of the 17 instructional programs offered at WCVTI has been designed to prepare students for existing job opportunities. Course content is revised on an annual basis to conform with the changes in requirements, regulations and innovations of industry. Training at the Institute is enhanced by courses in Communications, Personal Finance, and Mathematics.

WCVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services under provisions of Title 20A, Chapter 403, M.R.S.A.

PROGRAM: WCVTI enrolled 268 full-time and 1,455 part-time students during the 1984-85 school year, and is accredited by the New England Association of Schools and Colleges. Furthermore, surveys indicate that most of the schools' graduates are employed in the occupation for which they were trained.

The current enrollment goal is 400 full-time day students.

Day Care Center. The campus Day Care Center continues to provide services to the children of AFDC recipients and WCVTI students through funding from the Department of Human Services.

Counseling Center expands services. Psychiatric services will be available on campus in addition to the psychological and social services previously offered. Housed on campus, the Counseling Center provides services to area residents and serves WCVTI students on a drop-in or referral basis.

Home Construction. The Building Construction Program undertook its first new home construction project ever, with assistance and funding from community sources. A ranch style home was built on campus and sold prior to completion. In addition to providing valuable construction experience for students in the Building Construction, Residential Electricity, Plumbing and Heating classes, the project seems to have spurred some additional new home construction in Calais.

Class 1 License Training. Tractor-trailer license training has been added this year to the Heavy Equipment program curriculum. Future plans are to offer such training to all mechanical trades students who desire it. This training provides a skill that is necessary in the heavy equipment trade and is a desirable addition to the automotive, diesel, and placement programs.

Frank Beckett Center. WCVTI Building Construction, Electrical, Plumbing, and Heating students have remodeled a former building supply house into a sheltered workshop for handicapped Washington County residents.

Secondary Vocational Services. To meet the need for secondary vocational programs in eastern Washington County, WCVTI has agreed to offer vocational welding and electronics programs to juniors and seniors from Calais High School, Shead High School (Eastport), and Woodland High School beginning in September 1985.

LICENSES, PERMITS, ETC.:

Diploma
Certificate of Completion

PUBLICATIONS:

1. WCVTI Catalog 1984-86 (Free)
2. Individual Program Brochures (Free)
   - Automotive Technology
   - Boatbuilding Technology
   - Diesel Service
   - Electronic Communication
   - Food Service
   - Heating
   - Home Construction
   - Plumbing
   - Residential Electricity
   - Secretarial Studies
   - Welding
   - Wood Harvesting
   - Commercial Fishing
   - Marine Mechanics
   - Marine Finishing
   - Heavy Equipment Mechanics

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,208,239	952,333	30,070		225,836	
Health Benefits	69,802	53,626	977		15,199	
Retirement	184,381	149,935	2,290		32,156	
Other Fringe Benefits	4,165	3,402	66		697	
Other Contractual Service	333,801	253,283	52,799		27,719	
Rents	3,307	2,676	631			
Commodities	339,941	299,036	39,807		1,098	
Grants—Subsidies—Pensions	19,634	298	2,458		16,878	
Buildings and Improvement	1,500				1,500	
Equipment	116,337	42,305	6,443		67,589	
Interest—Debt Retirement	304	296	8			
Transfers to Other Funds	4,935		1,652		3,283	
TOTAL EXPENDITURES	2,286,346	1,757,190	137,201		391,955	

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

HERBERT A. MERRILL, CHAIRMAN
RONALD F. HANSON, Executive Secretary

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-3484
Mail Address: 32 Winthrop St., Augusta, Maine 04330 289-3094 (TTY)

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 19[illegible]

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 334; *Citation:* 26 M.R.S.A., Sect. 799

Average Count—All Positions: ¾ *Legislative Count:* 0

PURPOSE: The Committee conducts an on-going program to promote employment of disabled persons. In carrying-out this function the Committee is to work with employers, public and private agencies, the community and consumers to identify needs and resources that affect employment opportunities for disabled citizens. The Committee is also charged with the provision of technical assistance as it relates to architectural barrier removal and to be advocates for the disabled on issues which interfere with equal opportunity for employment.

ORGANIZATION: The Maine committee was established in 1948 to provide a state program in cooperation with the President's Committee on Employment of the Physically Handicapped, which was established by an Act of Congress in 1947.

The Maine committee received its first legal status through an Executive Order, on November 4, 1968. Its statutory authority was provided through an Act "Establishing the governor's Committee on Employment of the Handicapped" which was enacted by the 104th Legislature, on June 30, 1969. This legislation was amended by the 111th Legislature based on recommendations of the Audit and Program Review Committee. The Committee is composed of 18 members appointed by the Governor to 3 year terms.

PROGRAM:

The Committee is charged with the responsibility of informing the public on the laws and regulations relating to architectural barriers. To that end, voluminous materials are mailed to various individuals/organizations on issues such as Handicapped and Elderly travel guide, application for motor vehicle plates/placards for the handicapped driver/occupant, laws both federal and state.

The committee reviews legislative proposals affecting the rights of the handicapped and offers testimony.

In addition, the Committee provides technical assistance to employers on job site modifications. And, through the slide/tape presentation on the Job Accommodation Network (JAN) employers are informed of how they can access national computerized assistance for job site modification.

GOALS FY '86:

(1) To have a full complement of Committee members.
(2) To publicize Job Accommodation Network to Employers
(3) To activate the Sub-committee to work on crucial issues facing Maine's disabled e.g., accessibility, employment, education, etc.

LICENSES, PERMITS, ETC.:

International Symbol of Access

PUBLICATIONS:

The following are available at no charge:

1. Affirmative Action to Employ Disabled People
2. "Different & Alike"
3. Taxes and Disability

4. The Law and Disabled People
5. Maine's Laws on Architectural Accessibility
6. Disability Primer
7. Employer Guide: How to Successfully Supervise Employees With Disabilities
8. Employer Guide: Simple Steps to Job Accommodation

We also have a list of 50 publications that are available free from the President's Committee on Employment of the Handicapped.

FINANCES, FISCAL YEAR 1985: The expenditures for this unit are included with the Bureau of Rehabilitation.

ADVISORY COUNCIL ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

ALAN MOONEY, CHAIRMAN
BRIAN KENT, Office of Energy Resources

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
Mail Address: Statehouse Sta. #53, Augusta, Maine 04333
Established: September 14, 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 347; *Citation:* 10 M.R.S.A., Sect. 1414

PURPOSE: The Advisory Council oversees the development and implementation of Energy Efficiency Building Performance Standards as required under 10 MRSA Chapter 214. The Council must approve all standards and amendments thereto adopted by the Director of the Office of Energy Resources pursuant to that chapter. The Council also reported after two years to the Legislature regarding the implementation of the Energy Efficiency Building Performance Standards. This report was submitted in January, 1982.

ORGANIZATION: The members are as follows: Alan Mooney, Engineer; George Terrien, Architect; Bion Foster, Contractor; Matt Eckstein, Contractor; Ken McAfee, Banker; Industrial Representative; Municipal Official; Building Inspector; and Commercial Representative. These 5 positions are being filled; permanent appointments are pending as of the date of this report filing.

PROGRAM: The Council was appointed in early 1980 and held its first meeting on January 29, 1980. After four additional meetings, the Council gave interim approval to the standards presented by the Office of Energy Resources staff. The Standards approved by the Council were delivered to the Energy and Natural Resources Committee of the Legislature for review. Following this the Council gave final approval to the Energy Efficiency Building Performance Standards and they were adopted in July, 1980. Since that time the program has focused on energy education for builders, bankers, realtors and the public. Publications for lumber dealers on energy efficiency have been distributed and numerous workshops have been conducted. The 112th Legislature enacted legislation that calls for the updating of the energy standards and making them mandatory for publicly-funded buildings. The Council will be working with the OER staff to achieve this objective by January 1, 1987.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources.

STATE ENERGY RESOURCES ADVISORY BOARD

JOHN M. KERRY, DIRECTOR, OFFICE OF ENERGY RESOURCES

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
Mail Address: Statehouse Sta. #53, Augusta, Maine 04333
Established: 1974 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 321; *Citation:* 5 M.R.S.A., Sect. 5007
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the State Energy Resources Advisory Board is to provide information and assistance in the development of a state energy resources plan and policy and with regard to the OER's activities as requested by the director. The board acts only in an advisory capacity and has no power to control the activities of the office.

ORGANIZATION: The State Energy Resources Advisory Board consists of the following: One member of the House of Representatives to be appointed by the Speaker of the House and to serve a term of 4 years; one member of the Senate to be appointed by the President of the Senate and to serve a term of 4 years; the Public Advocate, and one representative of the Public Utilities Commission and with those Legislators to serve ex officio; and 6 members to be appointed by the Governor, the members to be selected on the basis of their interest, education and experience in the areas of energy planning, research and development. The members appointed by the Governor shall serve 4-year terms except those first appointed who shall serve terms as follows: One representative of industry to serve a term of 2 years; one representative of labor to serve a term of 3 years; one representative of the academic community to serve a term of 3 years; one representative of the business community to serve a term of 4 years; and 2 representatives of the general public, one to serve a term of 2 years, the other to serve a term of 4 years.

PROGRAM: The board had four meetings during the year. Issues discussed included efforts to help Maine businesses save energy, OER legislative proposals, a statewide goal to increase energy efficiency by 15% by 1990, heating oil supplies, the design of electricity conservation programs, national legislation and energy developments that affect Maine, the administration of PURPA to encourage small-scale energy projects in Maine and community weatherization programs.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources

DEPARTMENT OF ENVIRONMENTAL PROTECTION

HENRY E. WARREN, COMMISSIONER
KENNETH C. YOUNG, JR., Deputy Commissioner

Telephone: 289-2811
Central Office: AMHI, Ray Building *Incoming WATS line:* 1-800-452-1942
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096; *Citation:* 38 M.R.S.A., Sect. 341

Average Count—All Positions: 218 (includes 14 seasonal) *Legislative Count:* 254 (includes 12 seasonal)

Organizational Units:

Board of Environmental Protection
Bureau of Air Quality Control
Bureau of Land Quality Control
Bureau of Oil and Hazardous Materials Control
Bureau of Water Quality Control

PURPOSE: The Department of Environmental Protection's mission is to protect and improve the quality of the natural environment of the State of Maine and the resources which constitute it. The department is authorized to direct growth and development in a manner which will preserve, for all time, an ecologically sound and aesthetically pleasing environment.

The department, through authority vested in the Commissioner and the Board of Environmental Protection, exercises the police powers of the state to prevent the pollution of the natural environment. It recommends to the legislature measures for elimination of environmental pollution; grants licenses, and initiates enforcement actions. Its staff negotiates agreements with federal, state and municipal agencies, administers laws relating to the environment and exercises whatever other duties that may be delegated by the Board.

ORGANIZATION: The Department of Environmental Protection is descended from the Sanitary Water Board, created in 1941, to study, investigate and recommend means of eliminating pollution and to prevent pollution of waters used for recreational purposes in the state. In 1951, it was renamed the Water Improvement Commission. The Commission was renamed the Water and Air Environmental Improvement Commission in 1967 when its duties were expanded to include air pollution. That title was shortened to Environmental Improvement Commission in 1969.

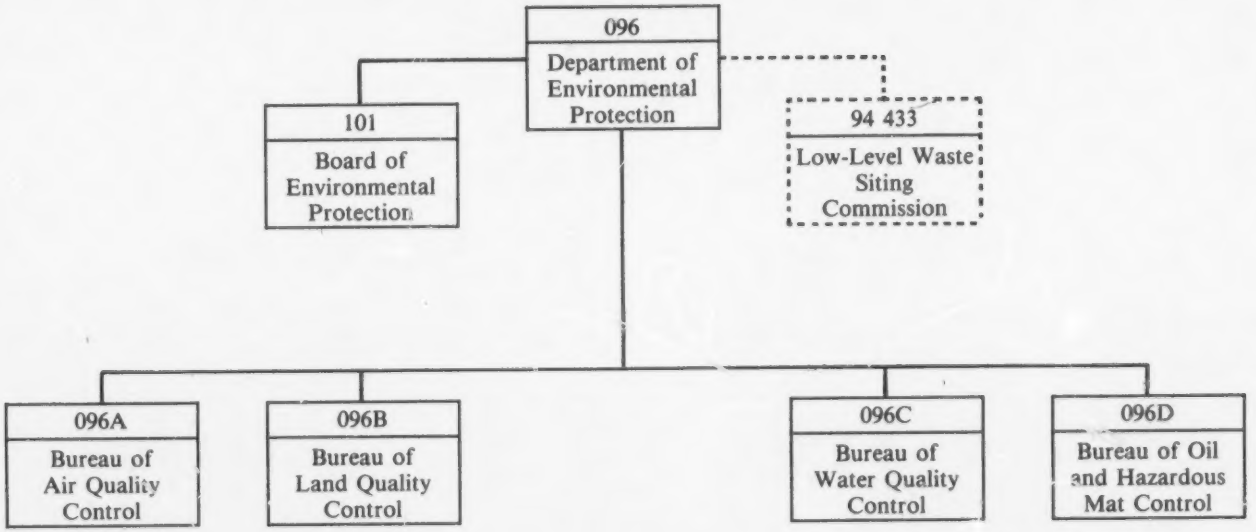
On July 1, 1972, the Commission became the Board of Environmental Protection (BEP) and a new Department of Environmental Protection (DEP) was created, consisting of the Bureaus of Air Quality Control, Land Quality Control and Water Quality Control. A Bureau of Oil and Hazardous Waste Control was added in 1980.

The Board consists of ten members appointed by the Governor, for terms of four years.

PROGRAM: The Department of Environmental Protection's activities, goals, objectives and plans are reflected in the reports of the individual bureaus. Support services are provided to the Department by the Bureau of Administrative Services in the areas of the public assistance, administration, computer services and management and planning. These services are provided under the supervision of the deputy commissioner, who also serves as the bureau director.

Division of Public Assistance. This division is responsible for keeping the public informed of the operations of the department, securing maximum public input in departmental processes, assisting the public in complying with environmental laws and regulations and providing an educational service on environmental matters and issues. The division coordinates department hearings and workshops, maintains permit tracking service and assists applicants through the licensing processes. The division provides news releases, graphics and environmental material for the media, provides speakers and audio-visual programs, publishes a newsletter and edits and distributes pamphlets and brochures. The division operates a technical service library and a toll-free citizens environmental assistance telephone service.

ORGANIZATIONAL CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION
UMB 06



Approved by the Bureau of the Budget

ORGANIZATIONAL CHART FOR FY 85
DEPARTMENT OF ENVIRONMENTAL PROTECTION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,539,263	2,031,225	678,161		1,829,877	
Health Benefits	233,842	103,087	34,853		95,902	
Retirement	718,294	322,243	108,520		287,531	
Other Fringe Benefits	21,506	9,296	3,833		8,377	
Computer Services—State	58,273	39,818	16,518		1,937	
Other Contractual Service	1,818,275	515,421	711,051		430,918	160,885
Rents	36,167	13,370	16,168		4,726	1,903
Commodities	256,114	88,191	108,490		54,558	4,875
Grants—Subsidies—Pensions	5,039,525	720	138,124		131,137	4,769,544
Buildings and Improvement	974		974			
Equipment	524,763	183,646	221,360		119,757	
Interest—Debt Retirement	33	4	26		3	
Transfers to Other Funds	209,858		82,001		127,857	
TOTAL EXPENDITURES	13,456,887	3,307,021	2,120,079		3,092,580	4,937,207

Division of Management Planning. This division was created in July, 1982 to coordinate intra-departmental management. The division assists the Commissioner in developing policy and program changes which affect more than one segment of the department. It is responsible for developing federal grants, acts as a liaison to the Governor's office and legislature, and prepares the Department's budget.

Division of Administrative Services. This division has two units, financial and personnel. The financial unit provides centralized accounting, fiscal and purchasing services and is responsible for managing, controlling, and reporting fiscal activities of the department in accordance with statutory and regulatory requirements and accepted accounting principles. The personnel unit is responsible for all staff personnel actions of the department, employee orientation, payroll preparation, personnel information and statistics and implementation of personnel rules and regulations and labor contracts.

Computer Services Division. This division consists of two units, data entry/computer operations and systems and programming, which provide centralized data/word processing support for the department. The data entry/computer operations unit provides initial response to user requests and coverage for the computer hardware including preventative maintenance. The systems and programming staff are involved with systems analysis, design and implementation, are responsible for systems software and user access security, installation of communications, procurement of data/word processing equipment and staff training.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection is the legal authority of the Department and, as such, is ultimately responsible for issuing all permits and licenses.

PUBLICATIONS:

Protecting Your Lake, A Citizen's Guide to the Great Ponds Act.
Protecting Your Coastal Wetlands, A Citizen's Guide to the Wetlands Law.
Cleaning Up the Water, Private Sewage Disposal in Maine.
Sludge: The Resource of Wastewater.
Wastewater Treatment Grants.
Clean Water: Our Precious Resource.
The DEP — What Is It? How Does It Work?
The Air Around Us.
Your Rights and the Process.
What Public Participation Means To You.
Disposal by Incineration
EnvironNEWS, monthly bulletin containing reports on current environmental issues.
All are free.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF ENVIRONMENTAL PROTECTION (Office of Administrative Services)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	596,718	372,480	74,653		149,585	
Health Benefits	33,370	17,317	5,095		10,958	
Retirement	98,430	63,049	11,877		23,504	
Other Fringe Benefits	2,639	1,63[illegible]	345		658	
Computer Services—State	34,968	34,9[illegible]				
Other Contractual Service	119,974	119,637	337			
Rents	20	20				
Commodities	9,905	9,855	50			
Equipment	4,690	4,381	309			
Transfers to Other Funds	12,710		3,739		8,971	
TOTAL EXPENDITURES	913,424	623,343	96,405		193,676	

BUREAU OF AIR QUALITY CONTROL

JOHN L. BASTEY, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2437
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096A; *Citation:* 38 M.R.S.A., Sect. 581
Average Count—All Positions: 32 *Legislative Count:* 36

PURPOSE: The Air Quality Control Bureau exists to carry out state air pollution law and the Federal Clean Air Act Amendments of 1977.

ORGANIZATION: Three divisions compose the Air Quality Control Bureau: the Division of Air Quality Services, the Division of Technical Services, and the Division of Licensing and Enforcement.

PROGRAM: The quality of Maine's air is judged by the amounts of "criteria" air pollutants present. The criteria pollutants are: Total suspended particulate matter, sulfur dioxide, carbon monoxide, nitrogen dioxide, hydrocarbons, ozone and lead.

Listed below are the numbers of permanent monitoring network sites operated by the Bureau.

Permanent Statewide Network Sites:

Number of Monitors	
25	Total Suspended Particulate
5	Sulfur Dioxide (continuous)
1	Oxides of Nitrogen (continuous)
6	Ozone (continuous)
11	Lead
1	Carbon Monoxide (continuous)
1	Hydrocarbon (continuous)
6	Fine particulates

Industrial Statewide Monitoring Sites:

Number of Monitors	
30	Total Suspended particulates
21	Sulfur Dioxide (continuous)
5	Fine Particulate

In addition to data collected by the Bureau, many industries are required to operate private ambient air monitoring programs and submit data to the Bureau. The Bureau supports these programs by conducting independent audits and performance checks to provide a high degree of quality assurance on all air quality data being generated within the state.

The data collected from these sites, including an analysis of trends and summary of violations of ambient air quality standards, are published in an annual report of air quality in Maine and are available from the Bureau of Air Quality Control.

In addition the Bureau of Air Quality is actively involved in collecting acid precipitation/acid deposition data from: Bridgton, Greenville and Acadia National Park. The Bureau has also expanded its attention to the particulate constituents on all "violation" filters including particle size distribution.

With respect to ozone, the Bureau now forecasts for local media whenever levels are expected to exceed the unhealthful level on the Pollutant Standard Index (PSI) scale.

Licensing. Besides issuing renewal licenses, amendments and transfers, the Bureau has continued to operate the New Source Review Program, implementing provisions of the Federal Prevention of Significant Deterioration Program (PSD) for new major emitting sources. Applicants are not required to obtain a federal PSD permit since Maine's licensing program has been approved as the State Implementation Plan (SIP) by EPA. In conjunction with the licensing activities, sales, use and property tax certifications for pollution control equipment/devices are done by the Bureau.

Listed below is a summary of licensing activities with frequencies.

Activity	Number Issued
Renewal Air Emission Licenses	137
New Air Emission Licenses	12
Air Emission License Amendments	15
Air Emission License Transfers	5
Sales, Use and Property Certifications	4

Enforcement. Air quality and Emission Standards and PSD increments are found in statutes and regulations. Compliance with these standards is maintained through air emission licenses, routine annual inspections of licensed sources, special oversight inspections by U.S. Environmental Protection Agency and inspections resulting from citizen's complaints. In order to bring sources into compliance, various enforcement actions may result.

Listed below is a summary of enforcement actions with frequencies.

Activity	Number Issued or Dollars Collected
Notice of Violation	22
Abatement orders Negotiated	2
Violations Referred to the Attorney General	0
Citizens Complaints Investigated	197
Penalties	$1,600

Area Redesignations. The 1977 Amendment to the Clean Air Act required identification of areas not then meeting the federal ambient air quality standards and control strategies to be implemented to demonstrate attainment by December 31, 1982. The following table summarizes the status of nonattainment areas.

LOCATION	POLLUTION	STATUS
Augusta	TSP	
Thomaston	TSP	
Baileyville	TSP	
Lincoln	TSP	
Bangor-Brewer	TSP	
Southern Maine	Ozone	Have implemented regulations deemed reasonable for rural non-attainment areas; additional controls or reduction of incoming

precursors will be necessary to meet standards

Special Studies. The Bureau conducted a preliminary wood smoke study. The study is an initial step in assessing the impact residential wood heating is having on air quality.

The Bureau with the aid of the New York Department of Conservation used a computer model to help determine where the acid deposition or acid rain in Maine is coming from. Preliminary results show that 90 percent of the acid rain in Maine is from sources outside of the state.

Regulations. The Board of Environmental Protection obtained authority to establish and amend emission standards for hazardous air pollutants. The Bureau obtained authority to conduct an emission inventory of sources emitting hazardous air pollutants. Results of this inventory were published in a report entitled "Hazardous Air Pollutants in Maine: Emission Inventory and Ranking System." This report was presented to the 112th Legislature.

Acid rain legislation gave funds to the Bureau to conduct an inventory and evaluate nitrogen oxides emissions in Maine. Nitrogen oxides along with sulfur dioxide contribute to acid rain.

Legislation adding catalytic converters and inlet restrictors to the vehicle safety inspection list will reduce the tampering of these pollution control devices. This in turn wil help reduce the amount of pollution from automobiles.

Legislation prohibiting the open burning of solid waste at all municipal solid waste disposal sites after January 1, 1989 will bring state law into compliance with federal law in 1989.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection technically issues all licenses and permits for the Department.

PUBLICATIONS:

Publications are available through the Division of Public Assistance as described under the Departmental heading.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AIR QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	599,544	306,520			293,024	
Health Benefits	31,492	14,977			16,515	
Retirement	95,558	49,647			45,911	
Other Fringe Benefits	2,697	1,405			1,292	
Other Contractual Service	128,138	51,606			76,532	
Rents	4,164	643			3,521	
Commodities	35,936	11,263			24,673	
Equipment	28,643	18,815			9,828	
Transfers to Other Funds	22,566				22,566	
TOTAL EXPENDITURES	948,738	454,876			493,862	

BOARD OF ENVIRONMENTAL PROTECTION

SAMUEL M. ZAITLIN, CHAIRMAN

Central Office: AMHI-Ray Building, Augusta *Telephone:* 289-2811
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 101; *Citation:* 38 M.R.S.A., Sect. 341
Average Count—All Positions: 10 *Legislative Count:* 0

PURPOSE: It is the duty of the Board, exercising the police power of the state, to control, abate and prevent the pollution of the air, waters, coastal flats and prevent diminution of the highest and best use of the natural environment of the State.

ORGANIZATION: The Board of Environmental Protection consists of 10 members appointed by the governor, subject to review by the Joint Standing Committee on Natural Resources and approval by the legislature. Members serve for a term of 4 years, and remain on the Board until their successors are appointed and duly qualified. The Governor appoints one member to serve as chairman.

Members receive $50 per day for each meeting or hearing attended. They also receive reembursements for travel expenses incurred while attending any meetings of the Board or for any other travel in connection with official board business while under the specific authority of the Board.

Meeting times and places are determined by the Board. Six members of the Board constitute a quorum for the purpose of conducting any meeting. Four members is a quorum for public hearings. A verbatim transcript or recording is made of each hearing.

PROGRAM: The Board holds regular meetings on the second and fourth Wednesdays of each month. These meetings are open to the public. In addition the Board holds public hearings on individual applications where the issues may be complicated and the public interest is substantial. Board members receive material on all pending matters in advance of the regular meetings and are mailed copies of all transcripts of testimony at public hearings.

LICENSES, PERMITS, ETC.

Licenses:
- Air Emission
- Dredge Disposal Sites
- Land Fill
- Oil Terminals
- Septage Sites
- Waste Discharge Licenses
- Waste Water Treatment Plant Sludge
- Hazardous Waste Facility
- Hazardous Waste Transporter

Permits:
- Alteration of Coastal Wetlands
- Log Storage Permits
- Minimum Lot Size Waiver
- Mining/Rehabilitation of Land
- Secondary School Review
- Site Location of Development
- Shoreline Alterations
- Small Hydro
- Sludge Utilization
- Experimental Discharge
- Federal Consistency Determination

Water Quality Certification
Certification for Tax Exemption for Pollution Control Equipment
Certification to Financial Authority of Maine (FAME)

PUBLICATIONS:
"The Board of Environmental Protection" — Free

FINANCES, FISCAL YEAR 1985: 38 MRSA, Section 361 provides that expenditures of this unit shall be borne by Department of Environmental Protection and are, therefore, included in its financial display.

BUREAU OF LAND QUALITY CONTROL

HOLLIS A. McGLAUFLIN, DIRECTOR

Central Office: AMHI, Ray Bldg., *Telephone:* 289-2111
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096B; *Citation:* 38 M.R.S.A., Sect. 1301
Average Count—All Positions: 35 *Legislative Count:* 36

PURPOSE: The Bureau of Land Quality Control is responsible for administering nine environmental laws and two federally-funded programs designed to protect and improve the quality of the natural environment and resources of the state.

The state laws include: Site Location of Development Act; Great Ponds Act; Maine Waterway Development and Conservation Act; Maine Dam Inspection, Registration, and Abandonment Act; Coastal Wetlands Act; Minimum Lot Size Law; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission and with the State Planning Office); Solid Waste Management Act; and a law governing the disposal of septic tank pumping.

Federal programs, which the Land Bureau is funded under in return for state-level enforcement and administration, include the areas of coastal zone management and coastal energy impact.

ORGANIZATION: There are two divisions in this bureau, the Division of Licensing and Review and the Division of Enforcement and Field Services. In addition, four smaller administrative units, Resource Recovery, Hydroelectric Generating, Dams Registration, and Secretarial Services fulfill needs not warranting division level organization.

PROGRAM:

Division of Licensing and Review: The Division prepares recommendations to the Board of Environmental Protection for: permit applications pertaining to the State Location of Development Act, Alteration of Coastal Wetlands, Great Ponds Act, Minimum Lot Size Law, Statement of Consistency with Maine's Coastal Zone plan.

The following number of orders, Certifications and Consistency actions have been processed in fiscal year 1985:

Hydro	15
Site Location	228
Wetlands	295
Great Ponds	348
Minimum Lot Size	19

Water Quality Certifications	8
Consistency Actions	3
Delegation of Authority to Qualified Communities	0
Dams Registration Act (Water Level)	5

Division of Enforcement & Field Services: The Division is made up of four regional offices in Portland, Bangor, Augusta and Presque Isle. The Portland regional office is staffed by four people; Bangor is staffed by two people; Augusta is staffed with three field agents and the division director, and Presque Isle has one field agent.

The mission of the division is threefold: complaint resolution, compliance inspection, and environmental education. As representatives of the land bureau, the field offices also assist in application procedures, explanation of the laws, and are a general environmental resource for the people in each region. In addition this Division provides geological and engineering support to the Bureau through review of application and technical assistance.

The Resource Recovery Unit administers a $1,000,000 grant program which provides financial assistance for municipalities pursuing resource recovery and/or the recycling of solid waste. The unit also provides information and assistance concerning waste management training, regionalization of waste disposal and analysis of solid waste programs in order to encourage cost-effective disposal practices.

The Hydroelectric Generating Unit processes all applications pertaining to hydroelectric generation and assists applicants in meeting requirements of both federal and state laws. The Dams Registration Unit registers all dams in the state.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection is the legal authority of the Department and as such, is technically responsible for issuing all permits and licenses.

PUBLICATIONS:

The following publications are available from the Division free of charge: (they are also available from the Division of Public Assistance as described under the Departmental heading.)

Site Location of Development (May 1982)
Protecting Your Coastal Wetlands (March 1981)
Protecting Your Lake (January 1981)
Minimum Lot Size Law (January 1981)
Waste Management Laws (September 1981)
A Guide to Land Use Laws Administered by DEP (January 1982)
Bureau of Land Quality Control (July 1983)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LAND QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	608,492	532,850	9,516		66,126	
Health Benefits	32,814	27,485	880		4,449	
Retirement	97,010	85,022	1,523		10,465	
Other Fringe Benefits	2,765	2,434	30		301	
Computer Services—State	4,200	4,200				
Other Contractual Service	145,150	141,702	1,122		401	1,925
Rents	3,062	3,062				
Commodities	13,582	13,202			380	
Grants—Subsidies—Pensions	250,913	20				250,893
Equipment	17,073	17,073				
Transfers to Other Funds	4,356		651		3,705	
TOTAL EXPENDITURES	1,179,417	827,050	13,722		85,827	252,818

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL

ALAN M. PRYSUNKA, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-2651
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: October, 1980 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096D; *Citation:* 38 M.R.S.A., Sect. 541
Average Count—All Positions: 51 *Legislative Count:* 48

PURPOSE: This Bureau administers the state's oil and hazardous materials control program. The oil pollution control program is funded under the Maine Coastal Protection Fund, created by the Coastal Conveyance Act of 1970. The Bureau is responsible for oil spill prevention programs as well as the supervision of oil spill clean-up activities. The Bureau inspects and licenses marine oil terminal facilities and administers the third party claim provisions of the Fund.

The changeover to a response team that includes hazardous materials began in 1981. This is tied to the legislative mandate to license and otherwise manage hazardous wastes within the State.

Additionally, legislation was passed in 1981 that creates a Hazardous Waste Fund that can be used by this Bureau to manage several uncontrolled waste incidents not funded by the Federal "Superfund." This legislation has helped to integrate the oil and hazardous waste functions within the Bureau.

Significant new responsibilities have included:

1. Additional responsibilities to locate and clean-up uncontrolled hazardous substances and a bond issue to help finance this clean-up.
2. Involvement with leaking underground storage tanks. This involvement will result in new regulations for the underground storage of petroleum products and hazardous materials and will complement current Bureau activities aimed at the clean-up of leaking underground petroleum tanks.
3. Clean-up of pesticide wastes, as opposed to licensed spray applications, are clearly now a Bureau function.
4. Providing technical staff support to the Maine Low-Level Waste Siting Commission. The assistance given to the Commission will be utilized in the decision-making process for a permanent solution to the low-level radioactive waste problem.

ORGANIZATION: In 1980 the Bureau was created by combining the Bureau of Water Quality Control's Division of Oil Conveyance Services and the Bureau of Land Quality Control's Hazardous Waste Unit.

The Bureau consists of the Division of Response Services, the Division of Licensing and Enforcement, and the Division of Remedial Planning and Technical Services. The Response Services Division has offices in Augusta, Bangor, Portland and Presque Isle and the Licensing and Enforcement and Remedial Planning and Technical Services are located in Augusta.

PROGRAM: Activity within the Bureau's Oil & Hazardous Waste/Material programs increased significantly during the past year. Among the more noteworthy accomplishments:

A. Licensing & Enforcement

1. Continued oversight of the state's hazardous waste facility licensing, consolidating federal and state licensing requirements, resulted in the following enforcement actions: 36 letters of violation were issued, 3 negotiated enforcement agreements were finalized and 1 administrative order was issued by the Commissioner which designated sites as uncontrolled hazardous substance sites. In addition, several cases are currently pending final resolution.
2. Additionally, a special minimum fee of 1 cent per gallon was imposed on the sale or disposal of waste oil. Waste oil rules were developed and adopted to regulate waste oil leaks and transportation.

3. Special actions have been implemented to accelerate remedial measures to clean up three of Maine's uncontrolled hazardous waste sites. The Bureau is acting as coordinating agent between the United States Environmental Protection Agency and the communities involved. This program is an on-going priority effort to eliminate or reduce any danger posed by these uncontrolled sites to citizens of the state. Investigation and remedial work occurred at 22 sites this year.
4. Ground water monitoring programs are being continued at several facilities where hazardous waste contamination problems were previously found. Actions aimed at reducing such contaminations are currently in progress.
5. The Bureau processed more than 2,000 hazardous waste manifest shipping forms during the past year and was selected by U.S. EPA to serve as the lead agency for New England in the development of a regional computer system for managing hazardous waste transactions.
6. One hundred fifty-nine (159) hazardous waste transporters were licensed during the past year and Bureau staff continue to maintain a close working relationship with State Police counterparts to assure compliance with State Law and rules by those who transport hazardous waste in Maine.
7. The Board granted a final license for a new hazardous waste storage facility for PCBs, resolved 13 third party damage claims and approved 3 Hazardous Waste Treatment Licenses.

B. Response Services

1. Responded to 135 hazardous materials/waste spills or investigations.
2. Responded to 700 oil spills or investigations into surface waters and ground waters.
3. A research project was implemented to prepare a marine resource atlas of Penobscot Bay.
4. Completed a project to test reverse osmosis to treat hydrocarbon contaminated drinking water.

C. Remedial Planning & Technical Services

1. Technical support to the Maine Low-Level Radioactive Waste Siting Commission including engineering studies of radioactive waste disposal options.
2. Development of a regulatory program for underground oil storage tanks.
3. Review of hazardous waste facility license applications for technical adequacy.
4. Technical support to ground water clean-up projects at uncontrolled hazardous waste sites and sites of underground oil tank leaks.

Following is a list of key activities during the past year:

A. Licensing & Enforcement:	
1. Oil terminals licensed	8
a. Shoreside Terminals	7
b. Vessels	1
2. Damage claims processed	8
3. Hazardous Waste Facility Inspections	52
B. Response Services	
1. Hazardous Materials Spills or Investigations	135
2. Oil Spills or Investigations	700
3. Number of underground petroleum spills	107
4. Number of wells contaminated by petroleum	27
5. Oil Terminal Inspections	8
6. Number of barrels of oil transferred by Licensees	63,233,000

LICENSES, PERMITS, ETC.

The Board of Envirionmental Protection is the legal authority for the Department and, as such, issues all licenses and permits. Those licenses and permits issued by the Board that are associated with the Bureau of Oil & Hazardous Materials Control are as follows:

1. Oil Terminal Facility License;
2. Hazardous Waste Facility License;
3. Hazardous Waste License By Rule for On-Site/Off-Site Reuse;
4. Hazardous Waste Transporter License;
5. Registration of Underground Oil Storage Tanks;
6. (Oil) Vessel at Anchorage

PUBLICATIONS:

Maine Oil Recycling Directory — free

An Oil Pollution Prevention, Abatement and Management Study for Penobscot Bay — $10.00

A Systems Study of Oil Pollution Abatement and Control for Portland Inner and Outer Harbor, Casco Bay, Maine — $7.00

Oily Wastes Management — An Investigation of Alternatives for the State of Maine — $10.00

Comprehensive Study of Petroleum Hydrocarbons in the Marine Environment of Long Cove, Searsport, Maine — $5.00

An Analysis of Waste Oil in Maine — free

Casco Bay Coastal Resources Inventory — $20.00/set

Vol. 1 — Marine Resources

Vol. 2 — Marine Wildlife/Marine Flora

Copies of Bureau regulations are available, including hazardous waste management and hazardous matter rules. — free

Siting, Design and Cost of Shallow Land Burial Facilities in Northern New England—free

Conceptual Design of an Engineered Disposal Facility for Low-Level Radioactive Waste—free

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF OIL AND HAZARDOUS MATERIALS CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	952,015	112,237	593,992		245,786	
Health Benefits	46,081	6,270	28,878		10,933	
Retirement	151,153	17,244	95,120		38,789	
Other Fringe Benefits	5,317	597	3,458		1,262	
Computer Services—State	18,450		16,518		1,932	
Other Contractual Service	1,116,876	10,808	709,592		237,516	158,960
Rents	18,866		16,168		795	1,903
Commodities	119,807	2,813	108,440		3,679	4,875
Grants—Subsidies—Pensions	142,874	700	138,124		18	4,032
Buildings and Improvement	974		974			
Equipment	228,504	1,344	221,051		6,109	
Interest—Debt Retirement	26		26			
Transfers to Other Funds	102,236		77,611		24,625	
TOTAL EXPENDITURES	2,903,179	152,013	2,009.952		571,444	169,770

BUREAU OF WATER QUALITY CONTROL

STEPHEN W. GROVES, DIRECTOR

Central Office: AMHI, Ray Bldg., Augusta *Telephone:* 289-3355
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333
Established: July 1, 1972 *Sunset Review Required by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 06; *Unit:* 096C; *Citation:* 38 M.R.S.A., Sect. 361A
Average Count—All Positions: 91 *Legislative Count:* 102

PURPOSE: The Bureau of Water Quality Control is responsible for reviewing the quality of Maine's waterways and reporting their best uses and recommended classifications to the

Legislature. Once legal standards have been established the Bureau must ensure that the classifications are attained and maintained. Many of the activities of the Bureau are mandated on an annual basis by federal laws and are funded through the Federal Water Pollution Control Act. Federal funds for the past fiscal year have included approximately $1.5 million of program grant funds to aid the Bureau in carrying out its responsibilities under both state and federal laws. State funding levels for the water pollution control program must remain constant or increase in order for the department to remain eligible for Federal program and wastewater treatment plant-planning and construction management grants.

ORGANIZATION: The Bureau of Water Quality Control has six divisions and regional offices in Portland, Presque Isle and Bangor.

PROGRAM:

Division of Laboratory Services is the primary source of chemistry expertise for the Department. Consequently, the staff is frequently involved in planning, developing ambient and point source standards, experimental design and execution, permit review, contract review, and general consultation to all division and programs where the skills of a chemist are needed. Staff background and experience cover all areas of environmental concern including water, soil, and air.

The laboratory group is the Department's primary analytical resource. A newly created laboratory facility allows preparation of the most difficult samples such as tissue and soil for the most complex analysis. The facility is fully equipped with high velocity hoods and glove box for handling hazardous and toxic substances. The laboratory is fully instrumented and performs a full spectrum of analyses to meet all needs of the client divisions and programs including hydrocarbons, pesticides, metals, nutrients, soils, bacteria, and hazardous materials. Quality control is an important part of all analyses. Methods are performed according to the best procedures available and meet the demands of cooperating state and federal agencies. Method development is commonly required for specialized analytical needs where standardized procedures have not been developed.

Division of Operation and Maintenance is responsible for inspecting municipal, industrial, commercial and residential treatment plants. Other ongoing responsibilities include O & M Manual, wastewater treatment plant plan and specification review, investigation of citizen complaints, computer input for the waste discharge licensing program and the operator's certification program.

The division maintains a program of sampling and inspecting industrial and publicly owned treatment facilities as well as residential and commercial installations.

The O & M division continued its staff proficiency program with inhouse training sessions and specialized seminars in wastewater treatment, management and communications. The division has worked with Thomas College to develop a Management Training package for operational personnel and public officials dealing with wastewater operations. The division conducted technical assistance and site specific training under a federal training grant aimed at plants having non-compliance and operational problems. Each plant receiving the assistance either returned to compliance or substantially improved. The assistance procedures developed in this program are being incorporated into routine work programs.

The division's goals for FY 86 and FY 87 include efforts to continue the active assistance program utilizing federal training funds, incorporate standardized quality control procedures into the inspection program, continue the staff proficiency program, and improve non-compliance tracking to insure timely and appropriate response to violations.

Inspections of wastewater treatment plants:	
Municipal	463
Industrial	63
Residential	1090
Commercial	105
Citizen Environmental Complaints	413
Training Sessions	12
Technical Assistance Projects (New)	8
Technical Assistance Projects (Cont'd)	3

Division of Municipal Services: The primary function of the division is to administer a construction grants program that funds planning, design and construction projects for municipal wastewater treatment facilities. The program utilizes both federal and state grants. The source

of federal funds is the U.S. Environmental Protection Agency (EPA) and the source of state funds is a bond issue administered by DEP. Projects are funded by 55% EPA funds, 25% D.E.P. and a local share of 20%. The program includes preliminary planning to identify the problems and offer alternative solutions; the preparation of construction plans and specifications for the option selected from the planning process; and the actual construction of the wastewater treatment facility. State grants are available for projects which can be constructed for $100,000 or less.

Since the program's inception, over $480 million of water pollution abatement facilities have been built in the State of Maine. There are more than 110 municipal treatment facilities in operation. The program is authorized in the future and it is anticipated that approximately $100 million in water pollution abatement construction projects will be funded in the four year period, which began October 1, 1982.

In Fy 85 the program included major projects in Boothbay, Milbridge, Whitneyville, Indian Township, Dexter, North Berwick, Cape Elizabeth, Damariscotta, Newcastle, North Haven, Biddeford, Guilford, Sangerville, Clinton, Veazie, Bucksport and Saco. Small community projects proceeded in the towns of South China, Monhegan, Sorrento, Jonesport, Cutler, Whiting, Tremont, Ashland, Dennysville, Buckfield, West Bath, Columbia, Presque Isle, Vienna, Harrison, Lucerne, and Caribou.

The Municipal Services Division also administers a program for land application of sludge and utilizable resources. This program has been very successful in using residuals for beneficial purposes.

Division of Environmental Evaluation and Lake Studies. As we stated in the 1984 Annual Report, this Division was reorganized according to recommendations made by the Trafton Commission. This "new division" was the result of combining staff from two previous divisions in the Water Bureau. With the formation of four sections with leaders it has worked quite well and the Water Bureau as a whole has benefited.

The responsibilities of this Division are varied and listed as follows:

1. Administer the State's Great Pond (Research) Program — Title 38, M.R.S.A., Section 386-390.
2. Direct the State's Lake Restoration and Protection Program — Title 38, M.R.S.A., Section 390-A.
3. Provide biological expertise to the DEP staff and Board as required.
4. Direct programs to achieve statutory water quality standards.
5. Conduct special river and stream studies to determine if water quality is being maintained.
6. Perform waste assimilation studies to determine if water quality is being maintained.
7. Direct and coordinate a lake monitoring program for statewide volunteers under Title 38, M.R.S.A., Section 424.
8. Meet and coordinate with US-EPA staff on the Clean Water Act and the various sections of the federal statute that affect Maine water quality standards.
9. Develop water quality plans, documents and program sections required for US-EPA funding.
10. Write and submit project grants annually to EPA.
11. Monitor and prepare water quality data collected from groundwater aquifer mapping work.

The Division has been divided into four sections each with a leader. Responsibilities are delegated to the section leader through the direction of the division director.

Ultimately all wastewater discharge applications are reviewed by this Division. They are analyzed collectively for treatment and must not cause the receiving waters to violate water quality standards. During the next year this Division will be collecting and evaluating data for a new water classification system. The Division has responsibility for the development of statewide water quality management plans for all of the river basins in Maine.

The lakes monitoring program involves the use of lay monitors for approximately 350 lakes. The Division trains, teaches, and advises monitors regarding the data collected. The program helps the DEP classify lakes by trophic state and provides some data for evaluation of the effects of developments proposed under the site selection law. A new lake vulnerability index is being developed to identify potential problem lakes before they become nuisance problems to property owners. The lakes program continues to receive high public interest and support.

Lake restoration work has been completed for Sebasticook Lake, Sabattus Pond and Salmon Lake. Future lake work will be performed with EPA Section 314 funding assistance. A state

fund is also available which will assist on lakes projects and will be a source of funds for the near future. Webber Pond has recently been approved for funding. The DEP will complete its last major restoration project with Webber Pond. The DEP will now shift its efforts to a lake protection program which is least costly in the long run.

The work of the Division's stream biology section to utilize aquatic macroinvertebrates in place of some physical water quality parameters has taken on new emphasis. The US-EPA is supporting this effort through Section 205J of the US Clean Water Act. Biological monitoring at the various monitoring stations in Maine will be less expensive in the long run. This type of innovative stream biomonitoring is being explored in conjunction with other programs. Bioassay procedures and protocol have now been developed to assist industries in the DEP in their license requirements.

The Division is responsible for coordination of the continuing planning process for surface water quality, and the groundwater strategy for subsurface waters. The delineation of sand and gravel aquifers with the State, Bureau of Geology and U.S. Geological Survey is a new program responsibility. The Division must determine primary recharge areas, flow patterns, and contamination sources. Under the Underground Injection Control (UIC) Program, regulations addressing the underground disposal and storage of liquids were developed and adopted and an injection well inventory prepared.

A new legislative mandate is an Acid Rain bill for the Water Bureau. This work will be done on high elevation lakes and we will develop a baseline data report which should be an assessment of high elevation lakes. Another project we have legislated is a blackfly research program which will probably be contracted to one source.

The Division produced the following 1982 reports.

1. Lay Water Quality Monitoring Data Report.
2. Estes Lake Report.
3. Sabattus Pond Report.
4. Androscoggin River Load Allocation Report.
5. Various River Basin Reports.
6. Macroinvertebrate Diversity paper.
7. Several groundwater mapping and aquifer reports for southern Maine.
8. Various planning documents for USEPA, RPC's and ASWIPCA.
9. Technical papers and reports.

Division of Licensing and Enforcement. This division is responsible for the licensing of all discharges to any watercourse; for the state/federal permit program involving such discharges for processing log storage permits. The Division also receives applications for tax exemption certificates for pollution abatement equipment. The following is a summary of Division activities during FY 85:

Certifications of NPDES Permits for U.S. EPA	18
State licenses issued (or renewed)	
Municipal	69
Commercial	53
Industrial	60
Residential	411
Dredging	3
Log Storage	3
Experimental	6
Aquatic Pesticides	3
TOTAL	626
Total Licenses outstanding (all categories) at end of FY 85	2,844
State sales & use tax certifications received	13
Approved	9
Denied	4
State property tax certification applications received	10
Approved	6
Denied	4
Administrative Enforcement Agreements Issued	12
Referrals to Attorney General's Office for enforcement action	7

The Presque Isle Regional Office is located over 200 miles from Augusta and services all of Aroostook County and parts of Washington and Penobscot Counties. The area represents a population in excess of 100,000 and involves major industries and food processors connected with the area's forest and potato industry. Most of the watershed area, which is larger than the states of Connecticut and Rhode Island combined, is part of international waters and thus subject to the 1909 Boundary Water Treaty between the U.S. and Canada.

The office provides advice, monitoring, enforcement and support services concerning environmental laws and regulations administered by the Divisions of each Bureau (Air, Water, Land, Oil and Hazardous Waste) for the Department.

The regional staff:

1. Helps individuals determine if their project requires environmental permits from the Department or other agencies.
2. Assists individuals in filing applications.
3. Performs compliance monitoring and inspections of municipal, industrial, and commercial treatment facilities.
4. Performs water sampling and lab results for the reclassification effort and lake monitoring projects.
5. Performs special water and wastewater studies.
6. Performs ambient air monitoring, air audits, investigations and other air related activities.
7. Performs inspections on great pond developments, site location construction projects, solid waste facilities and other land related activities.
8. Investigates oil spills and hazardous waste complaints.
9. Investigates and resolves complaints concerning other environmental related problems.
10. Negotiates consent agreements and uses other enforcement procedures to ensure compliance with Board Orders and environmental laws and regulations.

LICENSES, PERMITS, ETC.

The Board of Environmental Protection technically issues all licenses and permits of the Department.

Certifications:

IRS certification for five year amortization
IRS certification for tax exempt bonding
FAME certification for loan applicants compliance with environmental laws
National Pollutant Discharge Elimination System Permit Certification
Personal Property Tax exemption
Sales & Use Tax exemption

PUBLICATIONS:

Publications pertaining to this unit are available through the Division of Public Assistance as described under the Departmental heading.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF WATER QUALITY CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,782,494	707,138			1,075,356	
Health Benefits	90,085	37,038			53,047	
Retirement	276,143	107,281			168,862	
Other Fringe Benefits	8,088	3,224			4,864	
Computer Services—State	655	650			5	
Other Contractual Service	308,137	191,668			116,469	
Rents	10,055	9,645			610	
Commodities	76,884	51,058			25,826	
Grants—Subsidies—Pensions	4,645,738				131,119	4,514,619
Equipment	245,853	142,033			103,820	
Interest—Debt Retirement	7	4			3	
Transfers to Other Funds	67,990				67,990	
TOTAL EXPENDITURES	7,512,129	1,249,739			1,747,771	4,514,619

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

JOSEPH B. CAMPBELL, ESQ., CHAIRMAN
JAMES D. BARNETT, Assistant to the Commission

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333
Established: 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 270; *Citation:* 1 M.R.S.A., Sect. 1002
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Governmental Ethics and Election Practices is an independent commission on governmental ethics and election practices established to guard against corruption or undue influencing of the elections process and against acts or the appearance of misconduct by Legislators.

The general duties of the Commission are: to investigate and make advisory recommendations to the appropriate body of any apparent violations of the ethical standards set by the Legislature; and to administer and investigate any violations of the requirements for campaign reports and campaign financing and to investigate and determine the results, within the limits of the Constitution, of any contested county, state or federal election within this State.

The law also gives the Commission authority to issue advisory opinions and guidelines on problems or questions possibly involving conflicts of interest in matters under consideration by, or pertaining to, the Legislature, to investigate complaints filed by Legislators alleging conflict of interest against any other Legislator, including the holding of hearings and the public issue of findings of fact and opinion, and to administer the disclosure of sources of income by Legislators.

ORGANIZATION: The Commission on Governmental Ethics and Election Practices was created on January 1, 1976 by Chapter 621 of the Public Laws of 1975. This chapter at the same time repealed the statutory authorization for the Committee on Legislative Ethics, which was created in 1971 by Chapter 146 of the Public Laws of 1971. The Committee on Legislative Ethics formerly consisted of the Presiding Officers of both Houses of the Legislature, together with the majority and minority floor leaders of both Houses. The powers and duties of the Committee were significantly affected by Chapter 773 of the Public Laws of 1973, although the basic organization of the Committee was not changed. Most of the duties concerning Legislative ethics were assigned to the new Commission on Governmental Ethics and Election Practices and the new Commission was assigned as well certain duties in the area of elections.

The Commission consists of 7 members, one to be appointed by the President of the Senate, two others to be appointed by the floor leader of the 2 major parties in the Senate; one to be appointed by the Speaker of the House, one to be appointed by each floor leader of the 2 major parties in the House, and the one to be selected by the affirmative vote of at least 5 of the preceding 6 members, that member to serve as chairman. Each member serves a term of 2 years, or until the appointment and qualification of his successor. Members of the Legislature, members of the previous Legislature, or any declared candidate for an elective county, state or federal office within 2 years prior to the appointment, or any holder of an elective county, state or federal office is ineligible for appointment or election to the Commission.

By 1 M.R.S.A. Section 1006, the Commision may call for assistance from the Attorney General, the Secretary of State, the Department of Audit or any law enforcement agency in Maine. The Secretary of State presently serves as the secretariat of the Commission.

ETHICS AND ELECTION PRACTICES

PROGRAM: During FY 85, the Commission met as required by 21 MRSA §1399 to review campaign finance reports required of all state and county candidates, all political committees supporting such candidates and all organizations involved in state-wide political campaigns. These reviews involved:

1. Sets of Quarterly Campaign Finance Reports from candidates and committees who had a surplus or deficit of more than $50.00 from previous campaigns.
2. Reports from various committees which worked for or against previous referenda.
3. Reports from candidates and committees concerning the 1984 and 1985 elections.

In accordance with 21 MRSA §1398, the Commission submitted to the Secretary of State the names of candidates and committees that filed campaign finance reports late.

PUBLICATIONS:

The Commission publishes copies of the Campaign Finance Law as it pertains to candidate elections (21-A M.R.S.A., Chapter 13, subchapter II) and Initiative and Referendum Campaigns (21-A M.R.S.A., Chapter 13, subchapter III).

The Commission also publishes guidelines for candidates and committees to clarify reporting obligations.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	7,718	7,718				
Retirement	1,057	1,057				
Other Contractual Service	1,757	1,757				
Rents	119	119				
Commodities	413	413				
TOTAL EXPENDITURES	11,064	11,064				

(OFFICE OF) GOVERNOR

JOSEPH E. BRENNAN, GOVERNOR

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse, Augusta, Maine 04333

Established: Circa 1820

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102; *Citation:* 2 M.R.S.A., Sect. 1

Average Count—All Positions: 12 *Legislative Count:* 12

PURPOSE: The Governor serves to direct the affairs of state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any military officer or any officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, all forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

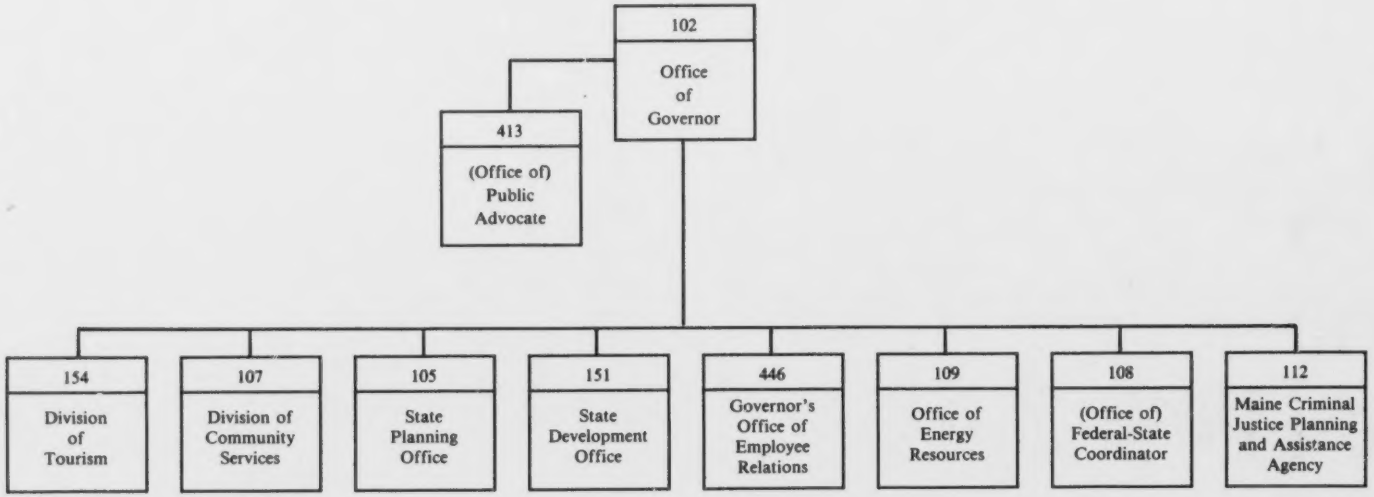
PROGRAM: In addition to providing for its own staff support, the (Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve law enforcement in the State; to plan and coordinate manpower training and supportive services; to protect the rights and interests of women and youth of the State; to provide emergency and long-range planning and management of energy resources; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the (Office of) the Governor as to be in reality a part of it. A brief description of each follows.

Governor's Office. The administrative office of the Governor serves to provide secretarial and staff support to the Governor as Chief Executive of the State of Maine. This support includes functions of correspondence, scheduling, preparation of reports and addresses, public information, executive appointments, case work, and managing the operating budget of the Governor.

Blaine House. The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provide services for the Governor, the Governor's family and guests; to maintain House offices for the Governor; to display the mansion during public visiting hours; and to assist at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and general maintenance of its interior. The Bureau of Public Improvements maintains the grounds, service buildings and the exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
EXECUTIVE DEPARTMENT
UMB 07



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
EXECUTIVE DEPARTMENT

	TOTAL ALL FUNDS	Special General Fund	Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,663,084	2,425,121	15,910		1,222,053	
Health Benefits	188,336	120,805	407		67,124	
Retirement	575,766	378,254	2,529		194,983	
Other Fringe Benefits	16,163	10,723	35		5,405	
Computer Services—Comm	5,721	1,491		4,230		
Computer Services—State	112,430	109,378	280		2,772	
Other Contractual Service	2,933,627	2,343,015	31,580		559,032	
Rents	63,985	21,023	1,432		41,530	
Commodities	95,780	68,672	2,696	24,412		
Grants—Subsidies—Pensions	45,441,250	3,237,599	298,325		41,617,243	288,083
Equipment	112,706	52,512			60,194	
Interest—Debt Retirement	28	20			8	
Transfers to Other Funds	123,577		3,307		120,270	
TOTAL EXPENDITURES	53,332,453	8,768,613	356,501		43,919,256	288,083

(OFFICE OF) GOVERNOR (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	474,166	474,166				
Health Benefits	22,900	22,900				
Retirement	76,966	76,966				
Other Fringe Benefits	2,161	2,261				
Computer Services—State	3,603	3,603				
Other Contractual Service	374,293	373,064	1,229			
Commodities	32,756	32,756				
Grants—Subsidies—Pensions	141,035	141,035				
Equipment	646	646				
Interest — Debt Retirement	20	20				
TOTAL EXPENDITURES	1,128,546	1,127,317	1,229			

MAINE BUSINESS ADVISORY COUNCIL

LESLIE E. STEVENS, DIR., STATE DEVELOPMENT OFFICE

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, ME 04333

Established: October 18, 1984

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102C; *Citation:* Exec. Order 4, FY 85

PURPOSE: The Maine Business Advisory Council is to advise and assist Maine State Governmental leaders in the formulation of business policy. The Council also serves to encourage communication and understanding between Maine business and government.

ORGANIZATION:

The Council is comprised of between 20-25 members, appointed by the Governor. Member of the Council either own or participate in the management of a business in Maine.

PROGRAM: The Council's membership reflects the diversity of the state's business sector and includes different size businesses, different business sectors, different geographical areas, and minority owned or managed businesses.

Members serve at the pleasure of the Governor for a term of two years, except for initial appointees, half of whom serve for three years.

Staff assistance for the Council is provided by a Staff Support Group chaired by the Director of the State Development Office and includes representatives from the Maine Chamber of Commerce and Industry, the National Federation of Independent Businesses, the Small Business Administration, and the Small Business Development Centers.

Executive Order #4 of FY 85 expires December 31, 1985.

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

COASTAL ADVISORY COMMITTEE

RICHARD E. BARRINGER, DIRECTOR, STATE PLANNING OFFICE

Central Office: 184 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: June 12, 1984

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102I; *Citation:* Exec. Order 12, FY 84

Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE:

The primary responsibilities of the Committee are to advise the Governor, the Legislature, and State agencies, through the Council, on sound coastal management actions, and to coordinate State activities accordingly. The Committee seeks to involve affected and interested parties in the development and evaluation of programs and policies, as appropriate.

ORGANIZATION:

The Committee includes the:

Director of State Planning Office, Chairperson
Commissioner of the Department of Conservation
Commissioner of the Department of Environmental Protection
Commissioner of the Department of Inland Fisheries & Wildlife
Commissioner of the Department of Marine Resources
Commissioner of the Department of Transportation
A Representative of the Regional Planning Commissions
A Representative of the University of Maine

PROGRAM:

The Committee periodically evaluates the Maine Coastal Program and recommends needed improvements, and reports its findings to the Council; determines annual work priorities, tasks, and budget allocations for State-level activities within the Maine Coastal Program; assures effective coordination of coastal management activities among State agencies; facilities coordination of State coastal management activities with those of federal agencies, local governments, private citizens, and public interest groups; and, reviews activities pertaining to the Outer Continental Shelf Lands Act, and recommends appropriate State actions to the Governor.

The Maine Coastal Program Manager serves as the Committee's principal staff, and additional staff support may be provided by member agencies and other affected organizations, as appropriate.

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

DIVISION OF COMMUNITY SERVICES

NANCY A. BOOTHBY, DIRECTOR
JANET W. PETERS, Assistant to the Director

Citizen's Assistance 1-800-452-4617
Central Office: Stevens School, Flagg-Dummer Bldg., Hallowell *Telephone:* 289-3771
Mail Address: Statehouse Sta. #73, Augusta, Maine 04333

Established: 1964

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 107; *Citation:* 5 MRSA, Section 3511 et seq.

Average Count—All Positions: 37 *Legislative Count:* 16

PURPOSE: The Division of Community Services has been designated to carry out the responsibilities of State Government in the system of community services and community action agencies which is designed to enhance and stimulate economic opportunity and self-sufficiency for all Maine citizens. The purpose of the system is to assure an effective focusing of local, state and federal resources upon these goals, enabling disadvantaged citizens and their families to attain the skills, knowledge, motivation and opportunities needed to become self-sufficient. The Division is specifically responsible for the planning and financing of community services and community action agencies and the administration of the energy assistance, weatherization and repair, surplus commodity foods, community services block grant programs and other antipoverty programs. The Division monitors the poverty level of Maine citizens, makes recommendations to the Governor and the Legislature on the ways and means to combat and reduce poverty, oversees the community action agencies, provides technical assistance to community action agencies and other groups serving the interests of low-income people in Maine, and advises the Governor, the Legislature and local officials on the impact of state and local policies on poverty.

ORGANIZATION: The Division of Economic Opportunity was established in 1964 by Executive Order as an administrative unit of the Executive Department. Over the years, the agency has expanded and adjusted its staff size and capability to accommodate change in federal requirements and the availability of federal funds for program design and administration. Programs have been developed, funded, operated, transferred or terminated as appropriate, with corresponding changes occurring in total personnel and organizational structure. A staff reorganization occurred in January, 1975, with a change of Administration. Effective September 19, 1975, the Division was renamed Division of Community Services. On July 1, 1983, the Division was officially designated by the Legislature as the state agency responsible for carrying out the purposes of the Maine Community Services Act. (5 MRSA Section 3511 et seq.).

PROGRAM: In addition to providing technical assistance to all grantees in Maine and to the overall function of providing advocacy for low-income and disadvantaged citizens, the Division is increasingly providing the umbrella structure and impetus for direct services. The function of developing innovative services and programs aimed at otherwise unmet needs is best exemplified by the original Project Fuel or weatherization prototype which has since developed into a national program largely based upon the Maine model.

Major program areas active during Fiscal Year 1985 include the following:

Community Services Block Grant. The Federal Community Services Administration was abolished on September 30, 1981 and in its place the Office of Community Services in the Department of Health and Human Services grants to the State of Maine the Community Services Block Grant Program. The Division was authorized by the Governor and the Legislature to accept CSBG funds and administer funds on behalf of the State of Maine. These funds are made available to Maine's 12 Community Action Agencies to provide administrative and program support for activities addressing the needs of low-income people in the areas they serve. The Division received a block grant award of $1,828,426 in FY 85.

Energy Assistance Program. The Division was the State administering agency for the 1984-85 Home Energy Assistance Program (HEAP). The purpose of this program is to provide financial assistance and emergency assistance to low-income households to assist them in paying a portion of their winter heating bills. The Division received $27,913,935 from the Department

of Health and Human Services to fund these programs. These funds were subgranted to Maine's twelve Community Action Agencies and to 15 municipalities who administered the program at the local level. The program provided 60,400 Maine households with an average benefit of approximately $350 per household to meet their energy needs.

Low-Income Weatherization. The Low-Income Weatherization Program provides weatherization and energy conservation for the low-income and elderly residents of the State of Maine. Actual program delivery was provided through Community Action Agencies. Program oversight is provided by the Division of Community Services.

Methods and materials used to weatherize a home include capping of attics with insulation, wall insulation, installation of storm doors and windows, caulking, weatherstripping, chimney repair, etc.

The Division expended a total of $7,113,514 from three funding sources including the federal Departments of Energy and Health & Human Services and the State Legislature. A total of 5,786 household units were weatherized between July 1, 1983 and June 30, 1984.

Central Heating Improvement Program. The Central Heating Improvement Program provides funds to maintain, upgrade or replace the primary heat source in the homes of Maine's low-income residents. As with the Division's Weatherization Program, the program is delivered through the twelve Community Action Agencies with Division oversight.

$1,178,797 were expended from three funding sources including Departments of Housing & Urban Development, and Health & Human Services and the State Legislature for a total of 1,409 units from its inception October, 1984 through June 30, 1985.

Citizens' Assistance Line. This toll-free WATS line is available to Maine citizens statewide and provides a channel of communication directly to citizens experiencing difficulties or having questions about state, federal and local agencies. A variety of social needs are addressed, most often concerning financial assistance requests for crisis situations. Problems caused or intensified by the high energy costs are especially prevalent during and following the heating season and require advocacy on behalf of citizens in the form of negotiating with town officials, fuel dealers and utilities.

In addition to the advocacy role, an increasing number of calls deal with information requests and the program is serving as a clearinghouse for a number of services offered by other state, federal and local agencies. Approximately 20,000 citizens were served last year.

Office of Ombudsman. The Office of Ombudsman created by Executive Order #6, FY 75-76 receives and investigates complaints against State agencies and State employees.

The office exists: (1) to investigate complaints from the public about illegal, unreasonable, unfair, oppressive, or discriminatory administrative acts by officers or employees of the agencies of the State Government, and to recommend suitable action when found to be appropriate after careful and thorough investigation and research; and conversely, (2) to protect the officers and employees of the State Government from unwarranted or unjustified criticisms or complaints.

The Office of Ombudsman is an independent, objective intermediary between the people and State Government and strives to reduce errors, injustices, or excesses by administrators through the use of criticism, persuasion, and publicity.

Temporary Food Assistance Program. In December, 1981, the Federal Government authorized the release of 30 million pounds of American processed cheese being held in storage by the U.S. Department of Agriculture (USDA). Through the Division of Community Services, Maine's community action agencies were designated as food banks in order to distribute cheese and other commodities to low-income persons. To date, the program is providing cheese, butter, cornmeal, flour, rice and instant milk to an average of 72,000 households per distribution which are held at designated times throughout the year. From October 1, 1984 to June 30, 1985 Maine has distributed to eligible households over 3.2 milion pounds of surplus commodities under this program.

The Division received a grant from USDA in the amount of $227,757 to cover program costs through September 30, 1985. Less than five percent (5%) of the value of the food is reimbursed to community action agencies to cover local distribution costs with the remainder used by the Division to cover transportation and storage costs.

PUBLICATIONS:

Community Action Annual Report October 1, 1983-September 30, 1989
Poverty in Maine, 1970-1980

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF COMMUNITY SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	644,701	150,196			494,505	
Health Benefits	38,062	9,038			80,502	
Retirement	104,628	24,126			2,194	
Other Fringe Benefits	2,861	667			3,429	
Computer Services—Comm.	3,433	4			3,429	
Computer Services—State	12				12	
Other Contractual Service	371,196	28,723			342,473	
Rents	33,274	185			33,089	
Commodities	19,920	3,308			16,612	
Grants—Subsidies—Pensions	34,868,989	2,857,000	280,647		31,731,342	
Equipment	57,128				57,128	
Transfers to Other Funds	43,188				43,188	
TOTAL EXPENDITURES	36,187,392	3,073,247	280,647		32,833,498	

MAINE CONSUMER COORDINATING COUNCIL

HARVEY E. DeVANE, COMMISSIONER OF THE DEPARTMENT OF BUSINESS, OCCUPATIONAL & PROFESSIONAL REGULATION, OR HIS DESIGNEE

Central Office: Hallowell Annex, Central Bldg., Hallowell *Telephone:*
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333
Established: October 6, 1980 *Sunset Review Required by:*
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102V; *Citation:* Exec. Order 4, FY 81
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE:

The Maine Consumer Coordinating Council was established for the purpose of providing for increased coordination of activities relating to consumer education and outreach and to complaint mediation, wherever possible.

ORGANIZATION:

The Maine Consumer Coordinating Council consists of:

The Commissioner of Business Regulation or his designee,

The Commissioner of the Department of Agriculture or his designee,

The Commissioner of the Department of Educational and Cultural Services or his designee,

The Commissioner of the Department of Human Services or his designee,

The Chairman of the Public Utilities Commission or his designee,

The Director of the Division of Community Services or his designee,

The Director of the Office of Energy Resources or his designee,

The Director of the Maine Housing Authority or her designee,

The Superintendent of Consumer Protection or her designee,

The Executive Director of the Commission on Women, and representatives of non-governmental and federal consumer-oriented agencies invited to participate fully in the work of the Maine Consumer Coordinating Council.

PROGRAM:

In the field of consumer education and outreach, the activities of the Maine Consumer Coordinating Council include, but are not limited to: establishing an inventory of existing consumer outreach materials, identifying areas of unfilled consumer outreach needs, coordinate all publications that may cross over jurisdictional lines and, so far as possible, to ensure that available funds for consumer education be used in the most efficient way. In addition, the Council assists in coordinating efforts to develop curriculum materials for use in the schools.

In the area of complaint mediation systems, the Council provides a clearinghouse for an exchange of information on current operations, assists in improving the referral of complaints among state and private agencies and considers the development of a directory of state and private consumer services.

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE CRIMINAL JUSTICE PLANNING AND ASSISTANCE AGENCY

RICHARD E. PERKINS, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta *Telephone:* 289-3661
Mail Address: Statehouse Sta. #6, Augusta, Maine 04333

Established: October 1, 1969 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 112; *Citation:* 5 M.R.S.A., Sect. 3350

Average Count—All Positions: 1 *Legislative Count:* 0

Organizational Units:

Financial Management and Systems Development

Planning and Program Development

PURPOSE: The Maine Criminal Justice Planning and Assistance Agency (MCJPAA) was established to plan and develop programs for more effective law enforcement, criminal and juvenile justice and for assisting local and State agencies in implementing improvements in the State's criminal and juvenile justice systems. The MCJPAA administered the federal Law Enforcement Assistance Administration (LEAA) program for the State of Maine. It was empowered to act as the State's planning agency with regard to the Justice System Improvement Act of 1979, the Juvenile Justice and Delinquency Prevention Act of 1977, as amended, and was authorized to make grants for planning and for improvement of law enforcement, criminal justice, and juvenile justice consistent with the intent of these Acts to any agency or organization involved in criminal justice, juvenile justice, and delinquency preventions activities.

ORGANIZATION: The Maine Criminal Justice Planning and Assistance Agency was established in 1969 as an agency of the Executive Department, under the name of Maine Law Enforcement Planning and Assistance Agency. By law, the agency consists of a Board of Directors of between twelve and twenty-four members appointed by the Governor, for terms of three years, including, ex officio, the Attorney General, the Commissioner of the Department of Public Safety, the Commissioner of the Department of Mental Health and Corrections, and the Chief Medical Examiner. The remaining appointed members include representatives of units of local government, sheriffs, representatives of groups dealing with juvenile delinquency and representatives of the community generally. In addition to the foregoing the Chief Justice of the Supreme Judicial Court, the State Court Administrator, and a Justice of the Superior Court serve on the Board. The Directors appoint an Executive Director who is responsible for the procurement of the necessary operating staff to carry out the responsibilities of the agency as mandated by federal LEAA guidelines and policies established by the Board. The Agency received its present name in legislation effective June 9, 1975.

PROGRAM: Prior to 1968 no agency in Maine was responsible for looking at crime, the criminal justice process and its component agencies, or the effects of crime. The Maine Criminal Justice Planning and Assistance Agency (MCJPAA) was created to fill the gap by assessing the problems, identifying needs and implementing vital improvements whose impact would be at statewide, regional and local levels.

The operation of the MCJPAA through its several and varied projects was designed to impact two major goals. The first of these is the improvement and cohesion of the criminal and juvenile justice system and all of its elements. The second is directed to the reduction of crime. Because of the failure of Congress to appropriate funds for the implementation of the Justice Systems Improvement Act, MCJPAA terminated and ceased all activities on December 31, 1983.

Listing of major efforts while not totally representative of what has been done does give some perception of the scope of activity: establishment of mandatory basic training for all law enforcement officers and the concommitant creation of the Criminal Justice Academy along with degree programs within the University system; implementation of a unique statewide integrated radio communications system linking state, county, and local police along with, district attorneys, probation and parole, and correctional facilities in the State.

A major program of law reform resulted first in a complete revision of the Criminal Code and later a complete change in the Juvenile Statutes. Similarly, full-time District Attorneys and a court administration system were initiated by grant programs. Accomplishments over the years of the programs are many and significant with major emphasis on system integration and improvement. A program creating three pre-release/work-release centers around the state to relieve overcrowding at the prison and the correctional center was funded jointly by the agency and a general fund emergency appropriation by the Legislature.

The game plan involved completion of major system changes such as correctional and juvenile service delivery; targeting major crime incidence such as burglary and larceny; and providing specific programs to assist victims and witnesses to the same extent that we now serve offenders.

In the final analysis, perhaps the most significant accomplishment has no direct dollar cost, that is, the Agency has been able to bring together the citizen and the criminal justice professional; the state, the county, and local units of government; to develop mutually acceptable solutions to endemic problems. The program became inactive December of 1984.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE PLANNING & ASSISTANCE AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Health Benefits	51		51			
Computer Services—State	280		280			
Other Contractual Service	489		489			
Grants—Subsidies—Pensions	10,700	9,022	1,678			
Transfers to Other Funds	—51		—51			
TOTAL EXPENDITURES	11,469	9,022	2,447			

STATE DEVELOPMENT OFFICE

LESLIE E. STEVENS, DIRECTOR
STEPHEN A. BOLDUC, Director of Business Attraction
VIRGINIA MANUEL, Director of Business Assistance Division
WANDA PLUMER, Director of Tourism

Central Office: 193 State Street, Augusta *Telephone:* 289-2656
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 151; *Citation:* 5 M.R.S.A., Sect. 7001

Average Count—All Positions: 20 *Legislative Count:* 19

PURPOSE: The State Development Office has three major statutory functions: industrial attraction and marketing; business assistance; and tourism promotion and development.

The Director of the State Development Office designs and implements programs to meet these purposes. This is accomplished through the coordination of a variety of activities with Maine's public and private sectors.

ORGANIZATION: The Maine Development Commission, established in 1933, was reorganized as the Department of Development of Industry and Commerce in 1955. In 1957, it became the Department of Economic Development. In 1971, as part of the general reorganization of state government, it became the Department of Commerce and Industry.

In June, 1975, the 107th Legislature enacted legislation which abolished the Department and transferred its functions to other new and existing agencies. This legislation established the State Development Office within the Executive Department and assigned this new agency the general development functions of the former Department of Commerce and Industry, with the exception of the research function which was transferred to the State Planning Office.

PROGRAM: The activities of the State Development Office (SDO) during the fiscal year ending June 30, 1985 were divided into three program areas, each geared to stimulate the expansion of the State's economy. These programs are: 1. Business Attraction, 2. Business Assistance, 3. Tourism.

Business Attraction. The State Development Office works with interested businesses in providing technical assistance such as information on labor, wages, taxes, transportation, utilities, and environmental regulations; site location assistance through the maintenance of a comprehensive file of available industrial buildings and sites; financial assistance regarding federal, state and local financing options; training assistance regarding information on federal and state training and vocational education programs; and marketing assistance by identifying specific foreign and domestic trade opportunities or conversely reliable producers of Maine products.

The objective of the Business Attraction program is to encourage and assist industries from outside of the State of Maine to establish operations within the state.

In FY 1985, the State Development Office also hosted a major domestic trade mission to the Greater Boston area. Sixteen economic developers from Maine attended this trade mission during which they called on and provided information to Greater Boston area companies who were interested in investing in Maine. As a result of this mission, a number of potential business expansions to Maine were identified.

A major marketing effort that was initiated last year continued this year. The State Development Office conducted fall and spring flights of magazine advertising in key business publications highlighted the benefits of doing business in the state of Maine and were directed to top management throughout the northeast. Advertisements ran in *Business Week, New England Business, Fortune, INC,* and *The Boston Globe.* A number of business leads have been generated as a result of these advertisements. To compliment our media advertising the State Development Office engaged the services of a public relations firm based in Boston. In addition to general marketing the State Development Office began a Target Industry Program, an intensive review of a narrowly defined industry segment.

Business Assistance. During FY '85, the business assistance efforts of the State Development Office were highlighted by the Maine Growth program. This program provides assistance to existing Maine businesses, who need financing for expansion purposes. By using a variety of state and federal government financing programs, Maine Growth staff access monies that are necessary to make these business expansions possible. During FY '85, the Maine Growth program was responsible for assisting 11 Maine businesses obtain over $14 million in financing for expansion projects. These expansions resulted in the creation of 1323 jobs and retention of 1004 jobs.

In addition to Maine Growth, the SDO also expanded its efforts to promote employment training for Maine citizens. By utilizing programs offered through the Maine WEET and JTPA offices, the SDO matches the needs of expanding businesses and Maine's unemployed.

As a result of legislative action in 1984, the SDO has expanded its efforts in two other business assistance areas. The SDO has contributed funds toward the operation of Maine's Small Business Development Centers (SBDC) Network. The SBDCs offer business counseling services to small businesses throughout the state. With SDO support, three new subcenters have been established in areas not adequately serviced before.

The area of exporting has also received additional SDO attention. By hiring an export counselor to work directly with Maine businesses, assistance is available to widen the markets available for Maine products and services. The export counselor works with existing organizations such as the Maine World Trade Association, the Maine Development Foundation and the U.S. Department of Commerce in order to coordinate efforts.

Tourism. The State Development Office's Tourism program entered its second year of operations with market and economic research projects well underway. A consumer advertising program directed at Eastern Massachusetts and Quebec utilized both print and electronic media to communicate that Maine is a "Great (vacation) Escape."

Public relations efforts continued with dozens of feature stories and photographs appearing in national and international publications. The Division also completed a Bed and Breakfast development project and began planning for a program of hospitality education.

PUBLICATIONS:

Doing Business in Maine (Free)
Guide to Doing Business With State Government (Free)
Maine Information Reference Guide (Free)
Maine Growth '85 Small Business Financing (Free)
Progress (Newsletter) (Free)
Maine, A Special Quality of Life (Free)
Maine, The Pine Tree State (Free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE DEVELOPMENT OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	388,125	383,981			4,144	
Health Benefits	19,653	19,491			162	
Retirement	61,694	61,030			664	
Other Fringe Benefits	1,574	1,554			20	
Computer Services—State	638	638				
Other Contractual Service	1,218,258	1,218,414			-156	
Rents	2,912	2,912				
Commodities	12,022	12,022				
Grants—Subsidies—Pensions	31,319	31,319				
Equipment	10,463	10,463				
Transfers to Other Funds	-47				-47	
TOTAL EXPENDITURES	1,746,611	1,741,824			4,787	

GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS

DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL
KENNETH A. WALO, Division Director, Employee Relations

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #79, Augusta, Maine 04333
Established: March 23, 1979 *Sunset Review:* June 30, 1987
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 446; *Citation:* 26 M.R.S.A., Sect. 979A
Average Count—All Positions: 13 *Legislative Count:* 13

PROGRAM: Through Executive Order 7 FY 80/81 issued February 6, 1981 the Governor directed that the Commissioner of Personnel assume responsibility for employee relations and for coordination of the functions of personnel administration and collective bargaining.

Accordingly, the program report for this unit is included with the report for the Office of Commissioner of Personnel.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	382,178	382,178				
Health Benefits	19,158	19,158				
Retirement	58,932	58,932				
Other Fringe Benefits	1,604	1,604				
Computer Services—State	80,586	80,586				
Other Contractual Service	269,983	268,983				
Rents	3,172	3,172				
Commodities	-4,110	-4,110				
Equipment	34,291	34,291				
TOTAL EXPENDITURES	845,794	845,794				

OFFICE OF ENERGY RESOURCES

JOHN M. KERRY, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-3811
Mail Address: Statehouse Sta. #53, Augusta, Maine 04333
Established: April 29, 1974 *Sunset Termination Scheduled to Start by:* June 30, 1995
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 109; *Citation:* 5 M.R.S.A., Sect. 5003
Average Count—All Positions: 29 *Legislative Count:* 16

PURPOSE: The Office of Energy Resources (OER) was first established to provide a comprehensive energy plan for the State of Maine; to analyze and recommend policies pursuant to that plan; to coordinate all State energy programs; to manage all federal energy programs to be implemented in Maine (including the Fuel Allocation Program); to encourage conservation of energy and development of Maine's native energy resources and to provide information on these activities to the citizens of Maine.

ORGANIZATION: The Office of Energy Resources (OER) was first established as a temporary office under the Executive Department by the 106th Legislature in 1973. After approximately 1 year of operation, the Office terminated. Early in 1975 the Office was re-established on a more permanent basis to carry out the purposes delineated in this report. At that time, the Office of Energy Resources assumed the responsibilities and staff of the Fuel Allocation and Conservation Office which had formerly been part of the Bureau of Civil Emergency Preparedness.

In addition to State-initiated programs, the Office of Energy Resources administers energy programs under the Federal Conservation and Production and Energy Extension Service Acts. It is assisted by an Energy Resources Advisory Board which serves in an advisory capacity to the Director. The Board consists of representatives of industry, business, labor, the general public, the academic community, the Public Utilities Commission, and both the Maine House of Representatives, the Maine Senate and the Public Advocate.

PROGRAM: The Office of Energy Resources provided energy policy analysis and recommendations to the Governor and Legislature, received and administered federal funds for energy conservation and resource development in Maine and provided information to the public on energy developments, conservation techniques and OER activities on an ongoing basis.

The OER assisted developers of small-scale energy projects in Maine, and encouraged conservation and the use of renewable resources among Maine citizens.

The OER also maintained and implemented a Comprehensive Energy Resources Plan and began work on an updated Plan to be issued in the fall of 1985. The Office provided comprehensive emergency planning to deal with any future fuel crisis.

The OER also prepared and worked towards the passage of several pieces of new energy legislation, which are described in the fllowing sections. The Office worked with the Public Advocate and the Maine Public Utilities Commission to design new electricity conservation programs.

The Office of Energy Resources played a key role in regional and national energy issues during the past year. The Office testified on the federal Department of Energy's proposed National Energy Policy, informed Maine's Congressional delegation of the impact on Maine of national energy legislation and developments, and participated in a variety of inter-governmental organizations such as the National Governors' Association, the New England Governors Conference, the Northeast International Committee on Energy and the New England Energy Task Force.

The programs of the Office of Energy Resources are implemented through two divisions, Planning and Conservation, and Operations.

PLANNING AND CONSERVATION DIVISION.

Producing Energy in Maine. During one of the most dynamic years for energy development in Maine's history, the OER assisted over 50 companies planning to build wood, hydro, cogeneration, waste-to-energy or other energy projects in Maine. The dramatic number of energy proposals came as a result of the Maine Public Utilities Commission establishing rates for the purchase of independently produced electricity in early 1984. The projects which have already signed contracts with utilities are expected to produce $1.8 billion worth of power between now and 1998, creating hundreds of jobs and representing hundreds of millions of dollars worth of economic development throughout the state.

Electricity Supply Planning. In the fall of 1984, the OER submitted a plan to save $200 million worth of power over a ten year period at the PUC's hearings on the Seabrook nuclear power plant and the cost of other sources of electricity for Maine. OER's plan grew out of its ongoing long-range planning for electrical supplies. It proposed treating conservation as a source of electricity, which is far less expensive than large, centralized power plants. The plan included offering rebates on energy-efficient lighting products which reduce electricity use, making the hot water systems of 150,000 homes and 15,000 businesses more efficient, offering grants and low-interest loans to homeowners and businesses for energy improvements and contracting with energy service companies.

The Energy Office did not support or oppose completing Seabrook I, but testified that its conservation plan which would save 80% of the power Maine would get from Seabrook I at approximately 20% of the cost, made economic sense for Maine whatever happened to Seabrook. After the Seabrook hearings, the OER worked cooperatively with Maine's utilities to develop conservation programs similar to those proposed in testimony.

Commercial and Industrial Conservation. The Office of Energy Resources developed a major

new program to help Maine's businesses and industries reduce their electricity use and costs. The Commercial and Industrial Conservation Program would allow businesses to receive substantial cash rebates when they replace old lights or motors with proven energy-saving products. The OER estimates this program could save Maine Businesses several millions of dollars a year in energy costs. The Office is negotiating with the state's largest utility, CMP, and the Public Utilities Commission in hopes that such a program could be in place by 1986.

The OER also developed a Commercial and Apartment Conservation Service plan which was approved by DOE in 1985, and which will require that Maine's two largest electric utilities offer free energy audits to small business customers as well as residents of apartment buildings.

In addition, the Energy Office worked with the utilities on a commercial loan program which offers 6% loans up to $70,000 to businesses for energy management systems.

The Energy Office held a training session for qualified engineers on a sophisticated meter which can identify for their industrial customers where energy is being used or wasted in their motors, lights or other electrical equipment. The Office is making the meter available free of charge to help Maine industries find ways to reduce their energy use.

The OER has provided help to small and large companies wishing to conserve energy, cogenerate electricity or switch fuels.

The Energy Office also held a major conference on "third-party financing", or the use of private energy companies to pay for and install energy improvements in return for a share of the financial savings. OER worked with businesses, municipalities and institutions to inform them about this new way to save energy without making any capital investment.

Residential Conservation. In addition to outreach work promoting home energy conservation, the Office continued to design, monitor and evaluate residential conservation programs. OER developed a program to insulate electric water heaters in Maine homes. The PUC ordered Maine utilities to implement the program in 1984, and by early 1985, 37,000 water heater conservation kits had been installed, for a total annual energy savings of over $3 million.

OER monitored the Residential Conservation Service program, under which utilities completed 16,000 home energy audits by early 1985.

The Office also worked with the utilities and other state agencies such as the Division of Community Services, the Maine State Housing Authority and the State Planning Office to develop training programs for energy auditors and weatherization work.

OER followed up on its Seabrook testimony with discussions with Central Maine Power Company, and in the summer of 1985 reached agreement on a new energy efficient home design program and four one-year pilot programs. The programs include offering a rebate on weatherization work, sharing energy savings with the customer, offering CMP weatherization services at different "sale" prices and an energy management assistance program. It is expected that the most successful of the pilot programs will be offered on a full-scale basis throughout much of the state in the future, resulting in large energy savings for residential energy consumers.

Emergency Management Program. The OER is responsible for all state planning for any future energy emergency. Maine is dependent on petroleum products to meet approximately 63% of its energy needs, so many of the activities of this program focus on petroleum supply and prices. Office activities include gathering and analyzing petroleum supply and price data, informing the public of supply and price situations in Maine, promoting oil conservation, long-term energy planning and updating and maintaining the comprehensive State Emergency Conservation Plan.

This plan outlines the State's response to a shortage of energy resources and emphasizes voluntary compliance with specific conservation measures. It includes regulations which can be imposed by the Governor in the event that voluntary action is insufficient to resolve the supply problem.

The OER continued to work with the other New England states and the Eastern Canadian Provinces to coordinate emergency energy conservation plans.

The Office continued to participate in discussions on important energy security issues at the Keystone Center in Colorado. The Center has developed consensus policy positions supporting the development of a model state set-aside program and a complete test of the bidding, drawdown and distribution system of the Strategic Petroleum Reserve.

The OER submitted written comments to the Department of Energy on issues and policies relating to the Strategic Petroleum Reserve and on procedures followed by the Federal government during an oil shortage. The Office continued to participate actively in the development of federal policy on emergency planning issues.

Each month, the Energy Office analyzes incoming petroleum supplies, recent consumption trends and in-state petroleum product inventory levels to determine if supplies will meet demand. Computer programs analyzing the EIA form 782 and the OER Biweekly Stock and Inventory Report, sources of petroleum data, assist in this monitoring effort.

The OER continues to conduct a biweekly price and inventory survey of home heating oil dealers.

During the past year, OER supported state distribution of some of the money collected from oil companies for actual and alleged violations of oil price regulations.

OER also participated in the development of a New England emergency electrical conservation plan designed to minimize economic hardship during any possible shortage of electricity.

Municipal Bond Program. The $2.5 million authorized in a 1979 bond issue for energy conservation projects in municipal buildings is now completely expended. OER administered the program, which helped to fund energy improvements in over 500 public buildings in over 200 towns and cities. An evaluation of the program showed that it succeeded in saving Maine taxpayers about $1 million worth of energy a year for the lifetime of the improvements — in some cases 20 years or more.

Schools and Hospitals Conservation Program. OER also administered the federal Institutional Conservation Program for schools and hospitals. Every hospital in the state and 200 schools have undertaken one or more conservation projects through this program, which has provided Maine with over $6 million in matching funds for the energy-saving proposals which are judged to be the most cost-effective. Projects selected for funding by OER are now reducing school and hospital operating costs by approximately $1 million per year.

Legislation. OER developed legislation establishing minimum energy-efficiency standards for new buildings and major new appliances sold in Maine. In 1985, the Legislature made OER's voluntary building standards mandatory for publicly-funded buildings, with the exception of single-family homes. OER believes this law will save tens of millions of dollars in wasted energy costs.

The Legislature also adopted recommended efficiency standards for new appliances, scheduled to go into effect in 1988. OER developed estimates that this law will save Maine consumers over $50 million by the year 2000.

OER also proposed legislation, enacted in 1985, allowing state government buildings to make use of energy service companies to make energy improvements.

In addition, the legislature enacted the Audit and Program Review Committee's unanimous recommendation to "continue the Office of Energy Resources given the importance of energy issues to the State of Maine." The Committee evaluated OER in 1984 and '85 under normal Sunset law proceedings, and found that the Office has been "successful in accomplishing its primary tasks of information dissemination and planning in the areas of energy conservation and alternative energy forms."

Natural Gas and Coal. OER continued to meet with companies planning to construct a pipeline through Maine to import natural gas produced off the coast of the Maritime Provinces. The State has requested a specific volume of gas and five taps to serve new market areas in return for serving as the host to the pipeline.

OER continued to provide technical assistance to residents, businesses and industries who wished to convert to coal. OER also cooperated with the Maine Department of Transportation to study issues relating to increased shipment of coal to Maine.

Solar Energy. Solar energy, especially in conjunction with energy-efficient building techniques, was one of the most popular subjects among Maine residents asking OER for advice or information over the past year. The Energy Office sponsored several tours of solar homes, including a tour of 100% solar home in China, Maine, which drew about 1,500 people. OER and MSHA sponsored a contest for affordable energy-efficient home designs, and a booklet describing the winning homes became one of the office's most requested publications. The Office sponsored many workshops explaining how to build to take advantage of the energy from sunslight.

Hydropower. OER assisted developers of small hydropower projects work their way through the regulatory process and provided technical assistance and advice. The Office reviewed all hydro applications and commented on them to the Department of Environmental Protection and the Land Use Regulation Commission. At LURC's request, OER provided testimony on the energy/economic issues involved in the Big A hydropower proposal, but did not take a position for or against the dam. OER also participated in an inter-agency effort to refine and clarify

rules governing hydropower development in Maine.

Wood. OER actively encouraged the safe and prudent use of wood and other forms of biomass for energy. The Office worked with the Department of Conservation and the Department of Environmental Protection on several wood energy issues, including supply availability, the impact of increased harvesting for industrial operations and any impact wood smoke may be having on air quality. OER provided technical assistance to developers wishing to use wood to generate electricity, and to existing Maine industries wishing to convert to wood. OER continued to take an aggressive role in promoting residential woodstove safety.

Other Renewable Energy Resources. OER also worked on energy projects involving peat, tidal power, solid waste, methane, alcohol fuels and wind.

OPERATIONS DIVISION.

The Energy Extension Service. The EES gives direct assistance to thousands of individuals across the state to help them conserve energy and use renewable resources. EES agents operate through five regional offices in Presque Isle, Bangor, Augusta, Lewiston and Portland. During 1984-85, these outreach workers held dozens of workshops, and provided follow-up technical assistance, on such practical subjects as home energy conservation, woodstove safety and energy standards in buildings. EES agents also addressed community groups, adult education classes, clubs and school classrooms on energy issues. They assisted small businesses, promoted home energy audits and conservation programs, led tours of homes using solar energy, demonstrated energy-saving products and technologies at fairs and conventions, assisted community weatherization efforts and provided backup support for Rideshare.

The Energy Bus. OER's traveling Energy Bus was visited by approximately 15,000 people last year. The Bus, which contains working displays of energy conservation techniques and technology, made 150 visits to schools, fairs, festivals and shopping centers to bring energy information to people throughout the state.

Energy Conservation Month. OER has a special, intensive informational effort in October, known as Energy Conservation Month. OER helps people prepare for winter by holding dozens of workshops on weatherization, coordinating with adult education and other groups to hold seminars, generating publicity on successful energy-saving projects, promoting conservation programs, traveling around the state with the Energy Bus, providing consumer tips for energy users and discussing woodstove use and safety. The month was accompanied by a statewide media campaign aimed at promoting energy conservation and the use of renewable resources.

Information Activities. Information activities were concentrated on general information dissemination to the public. OER's central office answered thousands of requests for information on such topics as the use of solar energy, burning wood safely, building or retrofitting a home to be energy-efficient, fuel prices and weatherization techniques. In addition to answering questions over the phone or in person, OER distributed to the public about 48,000 energy publications, prepared and updated by OER, containing the latest information that is helpful to Maine citizens. The Information department also coordinates with EES outreach workers and OER planning staff members to promote energy services, programs, lectures and conferences.

On a general level, through ongoing media contact, the OER informs the public of major new developments, issues and trends in energy.

Rideshare. OER worked to help Maine commuters cut their energy use by promoting ridesharing and vanpooling and maintaining and updating rideshare "match" lists, in cooperation with the Maine Department of Transportation. Several hundred drivers, including private sector workers as well as state employees, participated in the State Employees Rideshare Program. Federal Highway Administration funding for this program recently ran out, and plans are being made with DOT and the Energy Extension Service to continue to promote ridesharing and vanpooling as ways to reduce fuel use in Maine.

LICENSES, PERMITS, ETC. Energy Auditor Certification.

PUBLICATIONS:

Insulation Facts
Energy Conservation Building Standards: Manual of Accepted Practices ($3.00)
Energy Conservation Building Standards: Narrative ($2.50)
Sunspaces: Design and Build an Attached Solar Greenhouse

Hydropower Site Evaluation
Solar Site Evaluator
Electricity from the Sun
Maine Woodburning Guide
Winners II: Affordable Energy Efficient Solar House Designs
Enersave: Energy Saving, Cost-Effective Construction

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ENERGY RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	547,447	318,808	7,062		221,577	
Health Benefits	30,227	18,847	341		11,039	
Retirement	84,924	48,822	1,110		34,992	
Other Fringe Benefits	2,466	1,492	35		939	
Computer Services—Comm.	1,487	1,487				
Computer Services—State	4,554	4,003			551	
Other Contractual Service	196,897	96,960	30,403		69,534	
Rents	16,457	7,454	1,432		7,571	
Commodities	13,424	8,063	2,111		3,250	
Grants—Subsidies—Pensions	304,745	662	16,000			288,083
Equipment	6,523	5,915			608	
Interest—Debt Retirement	1				1	
Transfers To Other Funds	25,086		2,337		22,794	
TOTAL EXPENDITURES	1,234,238	512,513	60,831		372,811	288,083

GOVERNOR'S ADVISORY BOARD ON EXECUTIVE CLEMENCY

DAVID E. REDMOND, CHAIRMAN

Mail Address: Statehouse Sta. #1, Augusta, Maine 04333 *Telephone:* 289-3531
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102J; *Citation:* 1979 Exec. Order 6
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: As established by Executive Order number 6 on March 19, 1979, the Governor's Advisory Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The Board meets at the call of the Chairman no less than every two months.

ORGANIZATIONS: The Governor's Advisory Board on Executive Clemency consists of three members who have demonstrated humanitarian concern as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assists them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The Board consists of three persons appointed by the Governor to serve at his pleasure.

PROGRAM: The Governor's Advisory Board on Executive Clemency meets for hearings on the last Wednesday of every month. The Governor meets with board members following each hearing to discuss the individual requests for pardons or commutations of sentences.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the (Office of) the Governor.

(OFFICE OF) FEDERAL-STATE COORDINATOR

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1965 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 108; *Citation:* 1965 P & SL Chap. 262
Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Office of Federal-State Coordinator assists in the implementation of the Governor's program, in accordance with the statutory mandate creating the Office.

ORGANIZATION: The coordinator is appointed and his/her salary is set by the Governor. The coordinator is under the immediate supervision, direction and control of the Governor and clerical assistance may be employed as necessary.

PROGRAM: As an aide to the Governor, the Federal-State Coordinator deals with matters concerning economic development, transportation, natural resources and energy, and may function as a legal advisor. He also serves as liaison with the State of Maine Office in Washington and the Congressional Delegation. The Office handles relations with the New England Governors' Conference, the National Governors' Conference and other national organizations. Although the Office of Federal-State Coordinator is not responsible for the acquisition of federal funds, it aids in solving problems concerning federal grants.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) FEDERAL-STATE COORDINATOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	51,540	51,540				
Health Benefits	2,497	2,497				
Retirement	3,355	3,355				
Other Fringe Benefits	247	247				
Computer Services—State	3,000	3,000				
Other Contractural Service	9,533	9,533				
TOTAL EXPENDITURES	70,172	70,172				

STATE AGENCY HOUSING COORDINATING COMMITTEE

KATHLEEN A. BOLAND, CHAIRPERSON

Central Office: 295 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330

Established: 1981

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102W; *Citation:* Exec. Order 1 FY 82

PURPOSE: One of the Committee's major goals is to coordinate housing activities within the state in order to maximize limited resources, to avoid duplication and to target programs to areas with greatest needs. The SAHCC works closely with the Maine State Housing Authority Advisory Board in the development of housing policy.

ORGANIZATION: The membership of the SAHCC includes representatives of the: Maine State Housing Authority, State Planning Office, Office of Energy Resources, Bureau of Maine's Elderly, Bureau of Mental Retardation, Division of Community Services, Farmers Home Administration, and Veterans Administration. The Committee is chaired by the Director of the Maine State Housing Authority.

PROGRAM: The Committee meets on a near monthly basis. No money from the state's General Fund is used to support the activity of the SAHCC. No job slots are assigned to this Committee. Staff support is provided by the Maine State Housing Authority.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

GOVERNOR'S SELECT COMMITTEE ON JUDICIAL APPOINTMENTS

WILLIAM B. TROUBH, CHAIRMAN

Central Office: State House, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102P; *Citation:* Exec. Order 5 FY 79

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor's Select Committee on Judicial Appointments was created to provide assistance in the appointment of judicial officers and members of the Workers Compensation Commission which the Governor must nominate. Consequently, the Committee investigates, evaluates and provides advice to the Governor on all potential candidates for these appointments. However, the final decision in any case rests solely with the Governor.

ORGANIZATION: On March 5, 1979 the Governor issued Executive Order #5 creating the Governor's Select Committee on Judicial Appointments. The Committee consists of four or more persons appointed by the Governor to serve at his pleasure and the chairman is also designated by the Governor. All members of the Board are Maine citizens who have demonstrated such qualities in their private and professional lives that would assist them in evaluating candidates for judicial office.

The Committee meets at the call of its chairman and at least seven days notice shall be given to members prior to the meeting. The Committee members are entitled to per diem compensation plus expenses.

PROGRAM: During fiscal year 1985, the Governor's Select Committee on Judicial Appointments met or conferred several times to discuss and review the qualifications of potential candidates for appointment to judicial posts and the Workers' Compensation Commission. Of the many possible individuals considered, the names of those that were viewed by the Committee to have superior qualifications were forwarded to the Governor for his consideration.

The Select Committee has materially contributed to the unusually high caliber of Governor Brennan's appointees to the bench and the Workers' Compensation Commission.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Office of Governor.

MAINE LAND AND WATER RESOURCES COUNCIL

RICHARD BARRINGER, CHAIRMAN
MARK SULLIVAN, EXECUTIVE SECRETARY

Central Office: State Planning Office, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333
Established: March 19, 1976 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102H; *Citation:* FY 81 Exec. Order 9
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The basic purpose of the Council is to advise the Governor, Legislature, and state agencies in the development of a comprehensive, integrated land and water resources planning and management program for Maine. The Governor's Executive Order which established the Council, directed the Council to do the following: provide for a substantially improved land and water resources information base for planning purposes, develop a program to interpret and analyze this information base, evaluate Maine's land use regulatory system and recommend necessary improvements, provide direction to the State's comprehensive land use program, encourage inter-agency coordination of land and water resource programs through review of relevant agency work programs, recommend coordinated state policies for major proposals that transcend the concerns of any one agency, and seek cooperation of federal agencies to assure that their programs are in the best interest of the state.

ORGANIZATION: The Council was created by Executive Order No. 12 FY 75/76 on March 19, 1976. This Executive Order has been amended by Executive Order No. 9 FY 80/81.

The Council's membership consists of: the Director of the State Planning Office, who is the chair, the Commissioner of the Department of Agriculture, the Commissioner of the Department of Conservation, the Commissioner of the Department of Environmental Protection, the Commissioner of the Department of Human Services, the Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Transportation, the Director of the State Development Office, the Director of the State Energy Office, the Vice President for Research and Public Service, University of Maine; and the Chairman of the Regional Planning Commissions Directors' Association.

PROGRAM:

HIGHLIGHTS OF 1984 ACTIVITIES

Maine's ground water resources, their effective protection and management, were the focus of renewed scrutiny by the Land and Water Resources Council during 1984.

At Governor Joseph E. Brennan's direction, the Council conducted a thorough review of State ground water policies, programs, and technical information. The Council's report, completed in January 1985, recommended additional legislative, budgetary and administrative actions to assure continuing ground water quality and availability, to protect public health, and to improve the efficiency of government ground water-related programs.

In response to an Executive Order issued by Governor Brennan in October 1984, the Council further established a Standing Committee for coastal zone management affairs. This Coastal Advisory Committee will enhance the coordination of State coastal laws and programs, advise the Governor and the Legislature on Maine coastal policy, and serve as a high-level forum for the discussion for coastal issues.

During 1984, the Council also oversaw the further implementation of the Maine Rivers Policy, sought improvements to the State's involvement in federal hydropower proceedings, and pursued initiatives to strengthen the State's role in federal rivers decision-making. In addition, the Council Executive Secretary, with assistance from members' staff, worked with the U.S. Army Corps of Engineers to begin the first phase of a basin-wide water flow assessment of the Kennebec river watershed.

The following three sections describe, in greater detail, the Council's activities during 1984 in its three major fields of endeavor: policy formulation, resource management system development, and high priority problem response. The last section describes the creation and organization of the Council.

I. POLICY FORMULATION

Background. Governor Joseph E. Brennan has written that "clearly, the future health and security of Maine's people and the continued vitality of our economy depend greatly upon abundant, clean ground water."

Ground water supplies the drinking water for more than half of Maine's people and is virtually the only source available to the State's rural residents. Since the late 1970s, Maine has made tremendous strides in identifying and responding to ground water pollution problems, eliminating threats to public health from ground water contamination, and gaining a better understanding of the character of the State's vast ground water resource.

In 1979, a Land and Water Resources Council report on the status of the State's ground water management activities led to the Legislature's creation of a special Ground Water Protection Commission in 1980. That Commission's recommendations resulted in significant legislative actions during 1981, to restrict potentially damaging activities from occurring in close proximity to sensitive ground water supplies. The Ground Water Protection Commisson also recommended an expanded State effort to identify important ground water sources through an ambitious Maine Geological Survey (MGS) program to map sand and gravel aquifers statewide.

Ensuing activities provided State agencies with a greater understanding of contamination effects, both on ground water quality and on human health. The new information provided by the MGS mapping program increased knowledge not only of the location of valuable ground water supplies, but also of the interrelationship among ground water, surfce waters, and the natural and human influences upon them.

These efforts also heightened government and public awareness of threats to Maine's ground water resource. The MGS estimates that about ten percent of Maine's ground water may already be contaminated in some degree. Leaking underground storage tanks, buried wastes, pesticides, road salt, and other contaminants threaten to degrade more of the resource. In some areas, especially along the coast, increased usage, combined with natural phenomena like saltwater intrusion, have given rise to ownership conflicts over local ground water supplies.

Ground Water Policy Committee. These new concerns led Governor Brennan to ask the Land and Water Resources Council to conduct a thorough review of the State's various ground water protection and management activities. In December 1983, the Governor directed the Council to assess progress toward full implementation of the Ground Water Protection Commission's recommendations. He further requested recommendations for additional measures needed to assure continued ground water quality and availability, to protect public health, and to improve the efficiency and cost-effectiveness of government's role in ground water protection and management.

The Council created a special Policy Committee, under the chairmanship of Department of Environmental Protection Commissioner Henry Warren, to conduct the necessary investigations and to report findings and recommendations to the full Council. The Council also invited

representatives from a variety of interest groups to participate on an Advisory Committee to this review process.

With staff support from the State Planning Office and the Departments of Conservation, Environmental Protection, and Human Services, these Committees conducted an exhaustive examination of available scientific information and related policies, programs, and resources of the federal, State, and local governments. This work resulted in extensive background reports and a final report of recommendations to the Council in January 1985. In February, the Council transmitted this report to the Governor.

Committee Findings and Recommendations. In brief, the Committee found that the agencies assigned responsibility for ground water protection are fulfilling their objectives, and generally doing their jobs well. The Committee reported that the recommendations of the Ground Water Protection Commission have, for the most part, been fully implemented.

The one area where the Commission's goals have not been reached, due largely to budget and manpower constraints, is the swift completion of the MGS sand and gravel aquifer mapping program. The Committee reaffirmed the importance of this program; urged additional manpower resources to effect its timely conclusion; and recommended specific new programs to map Maine's bedrock aquifers, to expand the State's capacity to monitor trends in ground water quality, and to study the effects of agricultural chemicals and practices on ground water sources.

The Committee expressed its concern that the many State ground water programs, dispersed under separate statutory authorities among several agencies, suffer from a lack of clearly stated goals and objectives. The Committee found that this absence of guidance impedes the State from assuring that program staff, resources, and regulatory activities are targeted toward the highest priority needs. The Committee recommended that the Governor issue an Executive Order with a clear, comprehensive statement of ground water policy that will direct and coordinate all State agency programs. The Committee further recommended that the Council establish a Standing Ground Water Committee to oversee implementation of this policy.

Finally, the Committee made specific recommendations for new legislation and increased funding and manpower within individual agencies to improve ground water programs and identified several research and policy development initiatives for assignment to the Standing Committee. These include development of a pilot project as a model for a statewide ground water classification and land use control sytem and review of current anf foreseeable use trends to determine the need for a State ground water supply and allocation policy.

II. RESOURCE MANAGEMENT SYSTEM DEVELOPMENT

Coastal Advisory Committee. By Executive Order of June 12, 1984, Governor Joseph E. Brennan established a Coastal Advisory Committee as a Standing Committee of the Land and Water Resources Council. The Committee, staffed by the Maine Coastal Program Manager, is to provide interagency and intergovernmental coordination for the Maine Coastal Program, and, acting through the Council, to advise the Governor, the Legislature and State agencies on sound coastal management actions. In 1984, the Committee reviewed funding of projects for Maine's local coastal program and developed background papers for the first Coastal Priorities Statement, for implementation in 1985.

Kennebec Watershed Flow Assessment. In November 1983, the Council's special Water Flow Management Committee reported a series of findings and recommendations to improve the State's existing flood prediction, response and prevention programs and policies.

The Committee's major recommendation called for a cooperative effort by the Council, the U.S. Geological Survey, and the Army Corps of Engineers to conduct a detailed hydrologic assessment of water flow routing, including the design of computer forecasting models, for the State's major river basins. The Committee recommended an in-depth analysis of the Kennebec River watershed as a prototype for similar studies of other rivers.

As a result of deliberations among the various agencies, with strong cooperation from the private companies operating dams within the Kennebec River basin, the first phase of this program began in the Fall of 1984. In conjunction with other federal and State agencies and with critical data supplied by dam operators, the Army Corps of Engineers has undertaken a comprehensive review and analysis of existing information on precipitation and flows in the Kennebec watershed. The Corps will analyze this data and make recommendations for additional subsantative research and for specific options available to the State for developing a computer model. The Corps report is scheduled for completion in the Fall of 1985.

Water Flow Advisory Committee Also as a result of the Water Flow Management Committee's recommendations, the U.S. and Maine Geological Surveys have formed a permanent Water Flow Advisory Committee. This Committee, consisting of representatives from State and federal agencies and major dam operators throughout Maine, meets semi-annually to exchange information on precipitation, snow pack, and seasonal storage levels, to discuss flooding potentials; to issue a seasonal flood advisory; and to plan for measures to abate excess flows. In the Spring of 1984, this Committee determined the potential for isolated but potentially damaging flood episodes and coordinated efforts to issue timely flood warnings and avert possible floodplain property damage.

III. HIGH PRIORITY PROBLEM RESPONSE

Maine Rivers Policy Implementation. Passage of the landmark Maine Rivers Act in June 1983, accompanied by other related legislation, budget allocations, and administrative measures, completed development of the Maine Rivers Policy pursued by the Council since 1981. In July 1983, Governor Brennan directed that the Council, through the Executive Secretary, closely monitor the progress of State agencies to assure the timely implementation of their various individual responsibilities.

During 1984, State agencies reported a number of significant accomplishments in this ongoing implementation process. These include:

— The Department of Environmental Protection (DEP) and the Land Use Regulation Commission (LURC) cooperated to draft a set of hydropower permitting regulations pursuant to their authority under the 1983 Maine Waterway Development and Conservation Act (MWDCA). DEP and LURC plan to adopt regulations following public review and comment during the Spring and Summer of 1985.

— DEP and LURC had issued eleven permits under the MWDCA as of April 1985, and had over a dozen additional permits pending.

— The Departments of Marine Resources and Inland Fisheries and Wildlife completed management plans for improving important sport and commercial fisheries on ten Maine rivers.

— State agencies awarded more than a dozen State and federal grants, totalling over $300,00, for waterfront improvement projects in communities along Maine Rivers.

— The Bureau of Parks and Recreation completed an assessment of public access, recreation facilities, and the potential for additional conservation easements along 26 outstanding river segments identified in the *Maine Rivers Study*. As a result of this report, the Department of Conservation established a new State Rivers Coordinator position to improve the management of recreation facilities. This coordinator will also administer a special Maine Rivers Grants Program, established by the 112th Legislature, and funded through donations primarily from the sale of promotional decals to recreationists.

FERC Coordination Procedures. In March 1982, Governor Joseph E. Brennan, by Executive Order, directed the Council to establish a process for coordinating state agency comments to the Federal Energy Regulatory Commission (FERC), on its notices of preliminary permits and licenses for hydropower projects. The Council established a Standing Committee to administer this procedure and to assure effective communication among the affected agencies.

Enactment of the MWDCA in June 1983 resulted in the consolidation of State hydropower permitting authority under the DEP and LURC. Because of the potential for conflict between the State hydropower permitting decision and the FERC licensing action, the importance of the Council's coordination procedure expanded to assure a consistent assertion of a single State position before FERC.

In October 1984, Governor Brennan directed the Council to review the 1982 Executive Order and recommend any additional measures to achieve this objective. The Council's review resulted in the issuance of a supplementary Executive Order in June 1985 clearly directing that all State agency comments to FERC must reflect the official State position arrived at through the MWDCA.

Federal Hydropower Policy. In October 1982, Governor Joseph E. Brennan directed the Office of Energy Resources (OER) to submit the *State of Maine Comprehensive Hydropower Plan* to the Federal Energy Regulatory Commission (FERC). Section 10(a) of the Federal Power Act requires FERC to make its decisions in accordance with accepted comprehensive river resource plans. Maine hoped to receive FERC acceptance of its plan as a guide for federal hydropower licensing decisions.

FERC has stated that it does not adhere to any single plan and that Maine's plan will be

but one piece of evidence it will use in making its licensing decisions. Federal court decisions have held that FERC may override a State's decisions and issue pre-emptory federal licenses for projects that have not received the necessary State permits. This situation raises grave concerns about the efficacy of the Maine Rivers Policy, or similar policies of other States, in federal proceedings. Governor Brennan, therefore, asked the Council, through the Executive Secretary, to work with the Maine Congressional delegation, other members of Congress, and interested parties nationwide to devise legislation to address this concern.

In February 1984, Maine Senator George Mitchell, at Governor Brennan's request, introduced the "State Comprehensive River Planning Act" as an amendment to the Federal Power Act. This bill would clarify the comprehensive plan provision of the federal law to require FERC compliance with an accepted State hydropower plan, except for clear reasons of national interest. The National Governors' Association has endorsed the concept embodied in Senator Mitchell's bill. On April 3, 1985, Senator Mitchell introduced this legislation in the 99th Congress.

IV. PURPOSE AND ORGANIZATION OF THE COUNCIL

The Land and Water Resources Council was created by Executive Order of Governor James B. Longley in March of 1976. In May of 1979, Governor Joseph E. Brennan issued a new Executive Order re-establishing the Council under this Administration. The new Executive Order maintained the same basic direction for the Council and added the Office of Energy Resources to the Council's membership.

The Executive Order directs the Council to provide for a substantially improved land and water resources information base for planning purposes; to develop a program to interpret and analyze this information base; to evaluate Maine's land use regulatory system periodically and to recommend necessary improvements; to study and recommend solutions to specific land and water resource management problems; to encourage interagency coordination of land and water resources programs, through review of relevant agency work programs; to recommend coordinated State policies for major proposals that transcend the concerns of any one agency; and to seek cooperation of federal agencies to assure that their programs are in the best interest of the State.

The Council consists of: the Director of the State Planning Office, who is Chair; the Commissioner of the Department of Agriculture, Food and Rural Resources; the Commissioner of the Department of Conservation; the Commissioner of the Department of Environmental Protection; the Commissioner of the Department of Inland Fisheries and Wildlife; the Commissioner of the Department of Marine Resources; the Commissioner of the Department of Transportation; the Director of the State Development Office; the Director of the Office of Energy Resources; the Vice President for Research and Public Services, University of Maine at Orono; and the Chairman of Regional Planning Commissions Directors' Association.

PUBLICATIONS:

State Policies for the Management of Growth and Natural Resources
State Activities Related to the Management of Growth and Natural Resources
Policy Recommendations for Reducing Coastal Storm Damages
The Procedural Efficiency of Maine's Environmental Permit System
A Management Strategy for Maine's Ground Water Resources
Recommended Improvements in Computerized Management of Natural Resources Information
Recommendations of the Ground Water Protection Commission
Assessment of Ground Water Quantity in Maine
Interim Report of the Hydropower Study Subcommittee

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $28,168 in FY 85 and are, by administrative decision, included with those of the State Planning Office.

GOVERNOR'S MANAGEMENT TASK FORCE

HARVEY E. DeVANE, CHAIRMAN
CAROLYN NOLIN, EXECUTIVE DIRECTOR

Central Office: Hallowell Annex, Central Bldg., Hallowell; *Telephone:* 289-3030
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: October 15, 1979

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102U; *Citation:* Exec. Order 8 FY 80

PURPOSE: The Governor's Management Task Force was created for the purpose of providing continuous review of the operating procedures of executive agencies in Maine State Government and for making recommendations for improving the efficiency and effectiveness of the provision of governmental services. Specifically, the Task Force works with the Governor's staff and Executive Branch agencies to: recommend ways to improve efficiency and reduce the costs of services; recommend improvements in managerial and operational techniques; recommend changes in organization which would improve services or make their delivery more efficient; and seek to improve understanding between the public and private sectors and to improve public confidence in government.

ORGANIZATION: The Governor's Management Task Force was created effective October 15, 1979 by Executive Order 8 FY 80. The Task Force is composed of persons with business experience who are appointed by the Governor and who serve at his pleasure. It is chaired by a Department Commissioner named by the Governor. From time to time its membership is augmented with members of the business community who have special expertise in areas being reviewed.

PROGRAM: During its first year of activity the Governor's Management Task Force completed its initial report to the Governor (Energy Management in Maine State Government) which contained recommendations for improvements and savings in State vehicle management, and energy management in State-owned buildings. The report contained 37 specific recommendations which, when fully implemented, could result in estimated annual savings to the State of over $4 million per year.

In December, 1980 the Task Force completed its second major evaluation and reported recommendations and savings in the areas of printing and photocopying, telecommunications, space management, micrographics and postal services. The report *(Administrative Support Service in Maine State Government)* contained 50 recommendations and identified potential savings of over $2 million.

In January, 1982 the Task Force issued *Priorities for Change, Maine State Personnel System* containing recommended changes in the Personnel System in the areas of employment, compensation, organizational structure, labor relations, training, and systems analysis and automation.

In FY 1983, the Task Force concentrated on reviews of the State purchasing and warehousing activities, and undertook a study of the State computer and data processing systems.

In FY 1984, the Task Force issued, in April, its report entitled, "Proposed, Conversion to Bailment Warehousing Alcoholic Beverages."

During Fy 1985, the Task Force issued its fifth major report entitled, "A Review of the Data Processing Environment in the Executive Branch of Maine State Government." In addition, the Task Force studied and made recommendations on the food service operations of the Department of Mental Health and Mental Retardation, the need to replace cash registers in Maine liquor stores with modern computer type cash registers, the disposition of State surplus property, space needs of the Department of Human Services, energy efficiency in State buildings, and it began a study of the Maine State Retirement System.

PUBLICATIONS:

Energy Management in Maine State Government, May 1980. (Limited number of free copies.)
Administrative Support Services in Maine State Government (limited number of free copies)

Priorities for Change, Maine State Personnel System
Proposed, Conversion to Bailment Warehousing Alcoholic Beverages
A Review of the Data Processing Environment in the Executive Branch of Maine State Government.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

GOVERNOR'S MUNICIPAL ADVISORY COUNCIL

NANCY HILL, CHAIRMAN
ROBERT D. GIBBONS, Liaison

Central Office: Statehouse, Augusta; *Floor:* 2 *Telephone:* 289-3531
Mail Address: Statehouse Sta. #1, Augusta, Maine 04333
Established: 1979 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102S; *Citation:* Exec. Order 11 FY 79
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor's Municipal Advisory Council ensures a partnership between the chief executive and local governments, enhancing prospects for achieving mutually-held objectives and providing a forum for discussion and resolution of potential conflicts. The Council's duty is to advise the Governor on matters which it feels have substantial impact on the future development of municipalities and the quality of life of their residents. The Council's purpose is to improve mutual understanding and to forge a foundation for more creative and practical solutions to the problems confronting municipalities.

ORGANIZATION: The Council consists of twelve members, all of whom are municipal officials representative of all areas of the State. Included in the Council membership are the President of the Maine Municipal Association, and representatives from the Maine Conference of Mayors, Maine Town and City Management Association, Maine Town and City Clerks' Association, and the Maine Municipal Tax Collectors and Treasurers Association. Members are appointed annually by the Governor. The council is required to meet at least four times a year.

PROGRAM: The Governor's Municipal Advisory Council meets with the Governor every two to three months to discuss critical municipal concerns regarding such things as the Governor's legislative program, highway funding, and the level of state-local funding, and the status of various programs of local concern.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

STATE PLANNING OFFICE

RICHARD E. BARRINGER, DIRECTOR

Central Office: 184 State Street, Augusta *Telephone:* 289-3261
Mail Address: Statehouse Sta. #38, Augusta, Maine 04333

Established: 1968 *Sunset Review Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 105; *Citation:* 5 M.R.S.A., Sect. 3303

Average Count—All Positions: 47 *Legislative Count:* 18

Organizational Units:
Community Assistance Division
Management Division
Policy Division

PURPOSE: The State Planning Office was established to strengthen the planning and management capability at all levels of government by assisting in identifying current problems and opportunities, providing guidance for economic, social and physical development of the State, providing a framework for and assisting regional and metropolitan planning, and reviewing and coordinating federal, State, regional and local planning activities.

The primary responsibilities of the State Planning Office are to provide assistance to the Governor and the Legislature in identifying long-range goals and policies for the State; to coordinate the preparation and revision of development and conservation goals for the State; to conduct continuing economic analysis of the economy and resources of Maine in order to assist the Governor, the Legislature and the various state departments in formulating economic goals, and programs and policies to achieve such goals; to undertake planning programs that cut across responsibilities of line agencies, e.g. Critical Areas Program, Coastal Planning, Water Resources Planning; to provide planning assistance to regional planning commissions, local planning boards and community development groups; to participate in inter and intra-state planning; to provide assistance to public and citizens groups and act as the coordinating agency among the several offices, authorities, boards and commissions; to provide general review and coordination in functional areas of State Government; to represent the State on the New England Governors' Conference; and to administer the statewide intergovernmental review clearinghouse.

ORGANIZATION: The State Planning Office was established by statute in 1968 as an agency of the Executive Department, assuming certain planning-oriented duties assigned to the former Department of Economic Development. Responsibilities and functions delegated to the Office in addition to its original statutory duties include State Government Reorganization and Water Resources Planning, in 1969; Coastal Zone Management and A-95 Project Notification and Review, in 1970; State Socio-Economic Data Center and Coordination of Shoreland Zoning Act, in 1971; Critical Areas Register and Advisory Board, in 1974; additional economic planning and analysis responsibilities (from the disbanded Department of Commerce & Industry) in 1975 and state administration of the Community Development Block Grant Program in 1981. Other organizational activities assigned by Executive Order or designation by the Governor are the State Government Socioeconomic Data Center, the Land and Water Resources Council, federal activities impact coordination, Coastal Energy Impact Program administration, Science and Technology activities coordination, and State Assistance Program administration for the National Flood Insurance Program.

The internal organization established administratively in 1975 and reorganized in 1979, 1981, and 1983, includes three divisions; namely, Community Assistance Division, Policy Division, and Management Division.

PROGRAM:

Community Assistance Division: The Community Assistance Division has the following five goals: (1) the provision of grants for planning and development; (2) the provision of technical assistance to local and State officials, citizens, legislators and community groups; (3) the communication of local needs to the Governor, Legislature, and Federal officials, and the communication of State and Federal priorities to local officials; (4) the support of a viable substate

planning system; and (5) the enforcement of quality standards for local governments in the areas of grants administration and shoreland zoning.

Community Development Block Grant Program: The State Planning Office assumed responsibility for administering the Small Cities Community Development Block Grant Program (CDBG) in 1982. CDBG funds were awarded in 1982, 1983, 1984 and 1985 through the Development Fund and a Planning Grant Competiton. An Advisory Committee, composed of State, regional and local officials assisted in establishing the program and continues to advise the state on program policies and goals. The CDBG goal for 1984 is to serve as a catalyst for local governments to implement programs of physical improvements which: (1) are part of a long-range community strategy; (2) provide the conditions and incentives for further public and private investment; (3) improve deteriorated residential and business districts; and (4) benefit low and moderate income people.

The State Planning Office administered a total of $32.1 million in CDBG funds in 1982 through 1984. These funds supported block grants for local community development which resulted in: extensive public facility improvements, the creation of many hundreds of new jobs, and the rehabilitation of several hundred commercial/residential structures.

The 1985 CDBG program consisted of the following components: (1) Reserved Grants, ($5.56 million) for communities which have received prior, multi-year grants; (2) Community Revitalization Grants ($4.56 million) to support a wide variety of community development initiatives; (3) a Development Fund ($750,000) to assist existing or new businesses or developers wanting to bring new jobs or housing to their areas; (4) Planning Grants ($150,000) to assist communities without a CDBG grant and without professional planning capability to prepare and implement a local development plan; and (5) Technical Assistance Grants ($125,000) to non-profit, regional organizations in each of the 11 planning and development districts to assist in State administration of the CD program. The remainder of the State's CD funds ($327,200) were used for State administration of the program.

Shoreland Zoning Program: The State Planning Office continued to carry out its responsibility to coordinate the activities of the Board of Environmental Protection and the Land Use Regulation Commission on shoreland zoning. The State Planning Office has also continued to advise municipalities on matters related to shoreland zoning, particularly the 125 municipalities where a State-imposed ordinance is still in effect. The State Planning Office also advised the Board of Environmental Protection and the Land Use Regulation Commission on all matters related to shoreland zoning, including amendments of State-imposed shoreland zoning maps, the repeal of State-imposed ordinances where a suitable local ordinance has been enacted, and the adoption of a State Shoreland zoning ordinance where a local ordinance does not comply with the Mandatory Shoreland Zoning Act. The State Planning Office also supported work by the six regional councils to monitor local administration and enforcement and provide technical assistance to coastal municipalities.

Flood Insurance Program: At the direction of the Governor, the State Planning Office became the Coordinating Agency for the National Flood Insurance Program (NFIP). Program staff assisted York County coastal communities in converting from the Emergency to the Regular Flood Insurance Program. Staff also worked with other State agencies in order to integrate flood proofing and protection recommendations into existing State permitting procedures. Additional services provided by this Program include a toll-free number to deal with citizen inquiries concerning the NFIP, reviews of projects proposed in floodplains for adequate design, an inventory of historic high water marks on Maine rivers, and serve as a floodplain information clearinghouse. During 1984-85, SPO has worked with 84 communities to update flood maps so that they may remain in the flood insurance program.

Local Planning Assistance Program: The Division continued to provide planning assistance to local officials and the general public on matters related to zoning, subdivision controls, comprehensive planning, and Maine's land use laws in general. This assistance included the distribution of technical publications such as a booklet containing suggested subdivision regulations for small towns, a pocket-size pamphlet containing Maine's planning and land use laws, a handbook for municipal boards of appeals, a booklet containing the recent rivers legislation, and a guide to the new manufactured housing law. The Division evaluated the 1983 manufactured housing law and published a report showing that most communities are complying with the law.

Intergovernmental Review: During 1984, numerous projects were submitted to the State Planning Office for Intergovernmental Review, a review process established by a 1984 Executive Order of Governor Brennan, which replaces the A-95 Review process that had been in effect

prior to that time. Projects reviewed included grant applications from State and non-State applicants, federally required State plans, and direct federal development projects including Environmental Impact Statements and Notices of U.S. Government Surplus Property. Information on these projects was submitted to the State and regional agencies and others for their review by means of a bi-weekly bulletin. This year SPO published 17 bulletins.

Coastal Program Local Planning Grants: The Division supported waterfront development and revitalization planning projects in ten coastal communities. These local waterfront planning efforts focus on improving and expanding economic and recreation benefits on waterfronts and improving access for commercial and recreational users.

Policy Division: The mission of the Policy Division is threefold: 1. *short term issue analysis:* to meet in a timely fashion the requests of the Governor, executive agencies, and the Legislature for information, economic analysis, and policy recommendations on issues of immediate concern; 2. *long range policy analysis:* to conduct in-depth studies on issues of long range significance for the socio-economic and natural resource development of the State and to formulate policy recommendations for state decision makers; and 3. *program coordination:* to maintain current information on development plans and on state and federal development assistance programs, to formulate state positions on the best use of these programs and to coordinate federal, state, and local development efforts. The Division also administers the Maine Coastal Program under the Federal Coastal Zone Management Program.

To fulfill its mission, the Division maintains a small professional staff of planners, economists, and researchers, each of whom maintains two or three topical and agency areas of expertise. The Division's overall work program is set by the Division Director in conjunction with the Director of the State Planning Office and members of the Governor's staff. In addition, between one quarter and one third of the Division's time is spent in meeting requests for short term policy analysis and local planning assistance.

In the past year, the Division has done research and prepared reports on the following topics: telecommunications, water resources, low level nuclear waste disposal, poverty in Maine and hydropower development.

Data Processing Activities: The Planning Office continued to provide 1980 Census Data to a variety of State Agencies, Regional Planning Commissions, and researchers. In addition, studies on education and poverty were undertaken.

Maine's econometric model has been updated and enhanced to include new data from the Bureau of Labor Statistics. A more detailed breakdown of the State's industrial mix is now available.

Most of the Planning Office's research staff now use computers regularly, for applications from word-processing to statistics.

The Community Development Division has developed a finance management system as an adjunct to their grant tracking system.

The Planning Office continues to take an active role in state-wide data processing planning through membership on the Computer Services Advisory Board.

State Government Socioeconomic Data Center: The Data Center was created by Executive Order in 1978, although it existed less formally before that time. Data Center staff collect and maintain social and economic statistics concerning Maine and the U.S. and respond to requests for such information from a wide range of public and private interests. Such information is also provided to other Planning Office divisions for use in issue and policy analysis for the Governor and Legislature. The number of requests handled by the Data Center has increased from 1,000 in 1978 to 2,395 in 1984.

Coastal Program: The Coastal Program consists of projects and activities designed to achieve a balance between the conservation of coastal resources and their wise utilization for the economic benefit of Maine people. For the past five years, Maine has received an annual grant of about $1.2 million from the U.S. Department of Commerce's Office of Ocean and Coastal Resources Management. The State Planning Office provides a focal point for coastal issues and coordinates the coastal activities of the State, Regional Planning Commissions, and local governments.

The Coastal Program provided funds to several State agencies during FY 84 to address various public policy issues of Statewide significance. For example, the Program provided funds to the Maine Department of Environmental Protection (DEP) to support five staff positions. This additional support enabled the DEP to assist developers to apply for permits more efficiently and assure greater compliance with the State's environmental laws. Other issues addressed through special projects resulted in continued implementation of the Maine Rivers Act, and a local assistance program for the enforcement of land use ordinances.

The Coastal Program provided the planning and feasibility work underlying both the public commercial fishing piers and the cargo ports initiatives. As a result of these efforts, fish piers are now under construction in several coastal communities, a cargo port is receiving permits in Searsport, and the expansion of Bath Iron Works into Portland has been facilitated.

In addition, Coastal Program funding supports the review by State agencies of federal projects and other projects requiring federal permits for consistency with Maine's Coastal program and resource management laws. Maine's extensive research and analysis of the proposals to explore for oil and gas on Georges Bank resulted in the addition of needed restrictions on the drilling procedures. These restrictions help to protect the New England Coast from damaging spills and safeguard the invaluable fisheries of the region. Maine also joined the federal government in requiring a detailed program to monitor the effects of these drilling activities. Through their review of the Corps of Engineers' plans for dredging of the Kennebec River, State agencies identified a less damaging alternative which saved taxpayers over $200,000.

A large portion of Maine's Coastal Program funds are granted to coastal communities to conduct coastal resource management projects. The local grants portion of the Coastal Program complements State efforts to address significant public policy issues, improve the implementation of State laws and programs, and foster economic development. Communities use these small grants to support projects related to local land use issues (e.g. shoreland protection and land use ordinances), economic development (e.g. ports, harbors, waterfronts and fish piers), recreation and access (e.g. park developments and parking facility planning), and marine resources management (e.g. shellfish management surveys and clam warden programs). These grants enable towns to resolve conflicts and capitalize on opportunities to make the best use of their coastal resources. This results in better management of and improved protection for these irreplaceable resources as well as additional quality jobs for Maine people.

In addition to local grants, the Coastal Program provides financial support for essential technical information and planning services provided by the SPO and Regional Planning Commissions to local governments. This effort is aimed primarily at decision-makers on the local level who are charged with the local land use regulation responsibilities.

PUBLICATIONS:

The following is a partial listing of State Planning Office publications, all of which are available from the State Data Center.

State of Maine Economic Report—bi-monthly
Natural Resources in Maine's Economy—1983
The Geology of Maine's Coastline—1983 ($5.00)
A Development Plan for Maine's Aquaculture Industry ($3.00)
River Stretches Receiving Additional Protection Under the 1983 Rivers Act—1983
A Guide to Maine's New Manufactured Housing Law—April 1984
Maine Retail Sales Quarterly Report
Tourism Quarterly Review
1981 Per Capita Income, U.S. Census Bureau
Town Land Area
Standard Geographic Code for Minor Civil Divisions 1982
1980 Final Census Count—Maine
Status Report on Rural Development
The Governor's Committee Rural Development Annual Report—1984
Community Profiles
Maine Planning and Land Use Laws
A Guide to the Flood Insurance Program
A Handbook for Municipal Boards of Appeals
Suggested Forms for the Administration of the Municipal Subdivision Law
Model Subdivision Regulations for Small Towns
Guidelines for Municipal Shoreland Zoning Ordinances
Sample Forms for Shoreland Zoning Administration
Comprehensive Planning Guide
Model Land Use Ordinances
Model Zoning Ordinance for Maine Communities
Maine Coast Estuarine Sanctuary
Maine's Whitewater Rapids and Their Relevance to the Critical Areas Program

Maine Peatlands
Piping Plover Planning Report
Financial Application—Estuarine Sanctuary
Higgins Beach Management Plan
Guide to Federal Consistency
The Economic Dimensions of Tourism in Maine—1983
Farmland Conversion in Nineteen Maine Communities—1982
The Maine Economy: A Forecast to 1990—1982 ($5.00)
The Small Town Handbook for Revitalization and Community Development—1981
Poverty in Maine, 1970-80 — March 1985
State Policies and Programs Regarding Maine's Drinking Water — 1982

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PLANNING OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	990,860	480,185	8,848		501,827	
Health Benefits	48,722	21,808	15		26,899	
Retirement	158,860	78,616	1,419		78,825	
Other Fringe Benefits	4,409	2,157			2,252	
Computer Services—Comm.	801				801	
Computer Services—State	19,698	17,489			2,209	
Other Contractual Service	342,206	203,733	-600		139,073	
Rents	8,170	7,300			870	
Commodities	18,763	14,194	19		4,550	
Grants—Subsidies—Pensions	10,084,462	198,561			9,85,901	
Equipment	3,130	672			2,458	
Interest — Debt Retirement	7				7	
Transfers to Other Funds	55,401		1,021		54,380	
TOTAL EXPENDITURES	11,735,489	1,024,715	10,722		10,700,052	

(OFFICE OF) PUBLIC ADVOCATE

PAUL A. FRITZSCHE, PUBLIC ADVOCATE
JOEL SHIFMAN, GENERAL COUNSEL

Central Office: State Office Bldg., Augusta *Telephone:* 289-2445
Mail Address: Statehouse Sta. #112, Augusta, Maine 04333

Established: June 19, 1981

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 413; *Citation:* 35 M.R.S.A. 1-A

Average Count—All Positions: 7 *Legislative Count:* 7

ACTIVITIES AND OBJECTIVES: The fundamental goals and objectives of the Public Advocate are to represent the interests of the consuming public in utility-related proceedings before the Public Utilities Commission, federal agencies and the relevant courts.

The major cases in which the office has been involved have included a generic Seabrook investigation concerning both the wisdom of continuing with Seabrook 1 and the allocation between shareholders and ratepayers of the cost of the canceled Seabrook 2, as well as rate increase cases brought by Central Maine Power Company, Maine Public Service Company, Continental Telephone and New England Telephone. In addition, we have been involved in proceedings relating to fuel adjustments, cost of gas adjustments, as well as a variety of conservation programs.

We have assisted groups of consumers residing in Lubec, Lincolnville, Rockwood and Millinocket, and in several of the areas served by Continental Telephone.

Our other activities include participation in legislative matters including legislation dealing with industrial stability, protection of affordable telephone equipment for the hearing impaired and reform of the utility financing statute. We have been active in rulemaking proceedings before the Commission including one to limit the amount of attorney and expert witness fees that can be passed to consumers.

New duties recently assigned to us include expanded participation in workers' compensation insurance ratesetting and participation in a special milk pricing study.

SIGNIFICANT ACCOMPLISHMENTS: Our major accomplishment has been in providing consistent, professional representation for consumers before the Public Utilities Commission through the continued development of a small, but very experienced, staff. Our ongoing presence has served to remind the utilities, the Commission and other participants of the legitimate needs and expectations of consumers. Our specific achievements include:

1. A comprehensive settlement of the Central Maine Power Company rate case and its Seabrook involvement. Central Maine Power Company agreed to absorb $85,000,000 in write-offs. The existence of the utility was assured, rate shock avoided, and substantially greater price predictability obtained.
2. We successfully requested that the Maine Legislature require the Public utilities Commission to delay the implementation of mandatory measured service, have additional hearings and reconsider this controversial decision.
3. We have recommended that there be a merger between Central Maine Power Company and Maine Public Service as we believe that such a merger will produce more affordable rates and substantially increase the ability of major industrial concerns to prosper in Aroostook County.
4. We have entered into an agreement with Central Maine Power Company for a substantial expansion of conservation programs available to residential customers. Discussions are ongoing regarding conservation programs for commercial and industrial customers.
5. We were active in proceedings involving New England Telephone which resulted in a reduction in the telephone installation fee for low income people. This program removes a major barrier faced by the poor in obtaining telephone service.
6. We were able to reduce the requested increase of Continental Telephone from $1,410,000 to $410,000 and obtain improvements in the quality of service offered by that telephone company.
7. We have assisted a number of small businesses in the Moosehead Lake area in having

their telephone service upgraded.

8. We were successful in obtaining an agreement among the Seabrook joint owners which guarantees Maine utilities the ability to get out of Seabrook 2 should construction of it be resumed.
9. We were active in legislation, including the drafting of an act to assist the employees of Keyes Fibre Company and promote industrial stability.
10. Our office served on a task force concerning a state telecommunications policy and was instrumental in insisting that a high priority continue to be the availability of basic telephone service at affordable rates, while meeting the legitimate needs of the telephone company and Maine businesses.
11. We have successfully intervened in a number of cases before the Federal Energy Regulatory Commission, including a proceeding to set the cost for decommissioning the Maine Yankee nuclear power station. Our activities in that case, coupled with the successful enactment of federal legislation governing the tax status of nuclear decommissioning costs, will save Maine ratepayers over $5,000,000 annually.
12. We have assisted the Public Utilities Commission in restructuring the approval process for gas customers which are served on an interruptible rate from a contract-by-contract procedure to the filing of a uniform tariff. Our rigorous representation of residential customers has contributed to a decline in costs for these customers of approximately 35% from 1983 levels.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) PUBLIC ADVOCATE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	184,067	184,067				
Health Benefits	7,066	7,066				
Retirement	26,407	26,407				
Other Fringe Benefits	841	841				
Computer Services—State	59	59				
Other Contractual Service	142,605	142,605				
Commodities	2,439	2,439				
Equipment	525	525				
TOTAL EXPENDITURES	364,009	364,009				

ADVISORY COMMITTEE FOR THE DEVELOPMENT OF A RAIL TRANSPORTATION POLICY

DANA F. CONNORS, COMMISSIONER, D.O.T.

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2551
Mail Address: Statehouse Station #16, Augusta, Maine 04333
Established: June 1, 1984 *Sunset Review Required by:*
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102L; *Citation:* Exec. Order 11, FY 84

PURPOSE: To develop and recommend State policy for future rail transportation that will adequately meet the present and future needs of Maine Industry and the State's economy. Such policy is to provide guidance to the Department of Transportation and the State Government in general in responding to anticipated rail line abandonments.

It is anticipated that a number of these lines will be the subject of petitions for abandonment within the next few years, and it is deemed necessary and prudent that the State have in place a policy to respond to such actions in a timely manner.

ORGANIZATION: Individuals to serve on the Advisory Committee include a representative of the paper industry, the Chairmen of the Joint Standing Committee on Transportation of the 111th Legislature, a representative of the Maine Municipal Association, a representative with experience in so-called shortline rail operations, a rail management person representing the larger carriers, a representative of the food processing industry, a representative of the Maine Poultry Association, a representative of the Maine potato industry, a representative of railroad labor, and the Commissioner of Transportation. The Commissioner of Transportation serves as Chairman.

The Governor's Advisory Committee for the Development of a Rail Transportation Policy for the State of Maine serves without compensation and receives staff support from the Department of Transportation. The Commissioner of Transportation receives additional support as he deems necessary from the Office of Energy Resources, the State Planning Office and the State Development Office.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

DIVISION OF TOURISM

LESLIE E. STEVENS
WANDA EVANS PLUMER, DIRECTOR

Central Office: Augusta *Telephone:* 289-5710
Mail Address: SDO, Statehouse Sta. #59, Augusta, Maine 04333

Established: October 1984

Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 154; *Citation:* 5 M.R.S.A., Sect. 7004

Average Count—All Positions: 4 *Legislative Count:* 4

PURPOSE: The Division of Tourism was created by law to serve as the single, official spokesman of travel policy, with the authority to directly implement promotional programs. The Division's broad directive is to promote Maine as a four-season tourist destination to tourist consumers, meetings and conventions planners, group tour planners and others.

To accomplish this the Division is authorized to: conduct travel-product planning and research to determine market demand; implement public relations and promotional programs designed to market Maine's travel product; print materials as needed to fulfill requests for information about Maine by consumers and the travel trade; encourage the development of travel-product facilities and activities; operate tourist information centers; serve as a liaison between private industry groups and local, state, and federal agencies involved in tourism promotion and development; and provide basic support and discretionary grants to local, regional and statewide tourism agencies.

ORGANIZATION: The Division is comprised of four (4) professional staff and is part of the State Development Office. The Division is supervised by the Director of the Division of Tourism who oversees the activities of a Market Researcher, a Public Relations Specialist and a Project Officer. Overall supervision of the Division of Tourism is provided by the Director of the State Development Office.

PROGRAM: During the past year the Division of Tourism began a market research program aimed at providing information regarding out of state perceptions of Maine as a tourist destination. The Division gathered information on the economic impact of tourism on the Maine economy and research aimed at providing an inventory of tourist related activities, attractions and support services available in Maine. These studies are being used to chart the Division's promotional and marketing strategies and will be used as a way to measure the impact of increased tourism on Maine's economy resulting from the promotional program.

During the year, the Division undertook a public relations/promotion effort that focused on: print, television and radio advertising, editorial promotion, participation in trade shows and presentations before professional, consumer and media groups. The Division also sponsored two (2) familiarization trips for in-state information providers to better acquaint them with the attractions available in their state. A bed and breakfast development program was completed; the Division cooperated on the production of a "Maine Heritage Guide;" and local outreach programs were instituted.

During the year, the Division contracted with the Maine Publicity Bureau to provide basic mail out and referral services to consumers requesting information about Maine.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the State Development Office.

MAINE COUNCIL ON VOCATIONAL EDUCATION

JERRY HIX, CHAIRMAN
CHRISTONE SZIGETI-JOHNSON, Executive Director

Central Office: 1 Memorial Circle, Augusta; *Floor:* 4 *Telephone:* 622-4709
Mail Address: 1 Memorial Circle, Box 17, Augusta, Maine 04330
Established: 1969 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 00; *Umbrella:* 07; *Unit:* 102D; *Citation:* 1985 Exec. Order 07
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Maine Council on Vocational Education implements all duties required by P.L. 98-524 which includes the following: (1) meet with the State Board of Education and the VTI Board of Trustees or their representatives to advise on the development of the state plan; (2) advise the State Board of Education, the VTI Board of Trustees and make reports to the Governor, the business community and the general public concerning policies which strengthen vocational education and foster private sector initiatives to modernize vocational education programs; (3) analyze and report on the distribution of spending for vocational education as well as on the availability of vocational education activities and services within the state and assess the distribution of financial assistance under the Act, particularly the distribution between secondary and postsecondary programs; (4) consult with the State Board of Education and the VTI Board of Trustees on evaluation criteria for vocational education programs in the state; (5) emphasize and assess the participation of local employers and labor unions in the provision of vocational education at the local levels; (6) assess equal access to vocational programs and report to the State Board of Education; (7) evaluate and make recommendations to the governor, the State Board of Education, the VTI Board of Trustees, the Maine Job Training and Coordinating Council, and the Secretaries of Education and Labor regarding the Job Training Partnership Act, with particular attention to the adequacy and effectiveness of the coordination between JTPA and vocational education.

ORGANIZATION: The members of the Maine Council on Vocational Education are appointed by the Governor. P.L. 98-524 mandates thirteen members, seven from the private sector. The staff consists of the executive director and the staff assistant.

PROGRAM: During FY '85 the Maine Council on Vocational Education's (MCVE) major activities included: sponsoring a public meeting in Augusta; monitoring the progress of vocational education legislation in the Maine Legislature; continuing visits by members and staff to Maine's vocational schools; assisting in the development of state plans for vocational education through the State Plan Advisory Committee; and participating in the activities of the Maine Occupational Information Coordinating Committee, the Maine Association of Vocational Education Administrators, the VTI Administrative Council and the Maine VTI Foundation. MCVE also brought together members of the VTI advisory committees for several joint meetings.

PUBLICATIONS:
1983, 1982, 1981, Annual Reports
1984 Annual Report

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive financial data relative to this unit.

DEPARTMENT OF FINANCE AND ADMINISTRATION

RODNEY L. SCRIBNER, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3446
Mail Address: Statehouse Station #78, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 114; *Citation:* 5 M.R.S.A., Sect. 287

Average Count—All Positions: 1030½ *Legislative Count:* 852½

Organizational Units:

Administrative Services Division
Bureau of the Budget
Bureau of Accounts and Control
Bureau of Central Computer Services
Bureau of Purchases
Bureau of Public Improvements
Bureau of Taxation
Bureau of Alcoholic Beverages
Board of Emergency Municipal Finance
Risk Management Division
Review Committee for Contractual Services
Standardization Committee
Capitol Planning Commission
State Claims Board
State Liquor Commission
Board of Trustees, Accident and Sickness or Health Insurance Program
Advisory Council on Deferred Compensation Plans
Advisory Committee on State Telecommunications

PURPOSE: The Department of Finance and Administration is the principal administative and fiscal agency of Maine State Government.

ORGANIZATION: An organization chart is provided in this report.

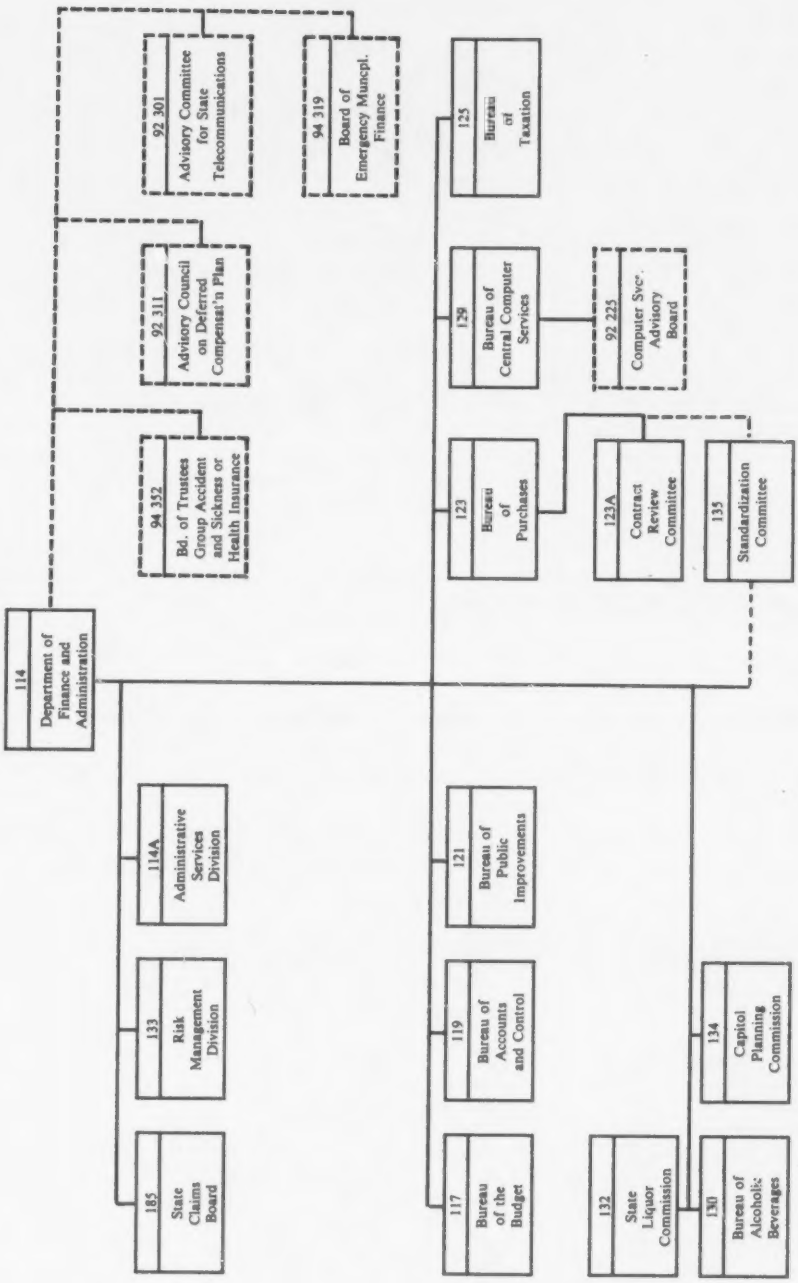
PROGRAM: The program of the Department is implemented through its component units.

PUBLICATIONS: Several publications are available through component units.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF FINANCE AND ADMINISTRATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	88,506	88,506				
Health Benefits	3,679	3,679				
Retirement	18,206	18,206				
Other Fringe Benefits	422	422				
Other Contractual Service	25,022	25,022				
Commodities	633	633				
Grants—Subsidies—Pensions	500,000	500,000				
Equipment	795	795				
TOTAL EXPENDITURES	740,124	690,024	33,000	17,100		

ORGANIZATIONAL CHART
DEPARTMENT OF FINANCE AND ADMINISTRATION
UMB 08



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF FINANCE AND ADMINISTRATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	264,511	264,511				
Health Benefits	12,639	12,639				
Retirement	53,120	53,120				
Other Fringe Benefits	1,256	1,256				
Computer Services—State	90,889	90,889				
Other Contractual Service	27,928	27,928				
Commodities	1,192	1,192				
TOTAL EXPENDITURES	542,572	542,572				

BUREAU OF ACCOUNTS AND CONTROL

SANDRA J. CROCKETT, STATE CONTROLLER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3781
Mail Address: Statehouse Sta. #14, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 119; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 60 *Legislative Count:* 65

PURPOSE: The Bureau of Accounts and Control is responsible for the maintenance of the official accounting records of the State government. The powers and duties of the Bureau are detailed in section 1541 of Title 5 of the Maine Revised Statutes Annotated.

ORGANIZATION: The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Finance (now the Department of Finance and Administration). The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Finance and Administration subject to the approval of the Governor.

PROGRAM: The Bureau is an administrative agency responsible for maintaining central accountability for all State expenditures and financial transactions. It examines all bills and payrolls to insure the legality and correctness of all items and prepares warrants for payment. The Controller's office maintains the official financial records for all agencies and programs administered by the State except for certain quasi-governmental units. A financial report is prepared each year and is subject to audit by independent certified public accountants on a quadrennial basis.

PUBLICATIONS:

State of Maine Financial Report (free).

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ACCOUNTS AND CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,017,031	1,017,031				
Health Benefits	64,394	64,394				
Retirement	165,163	165,163				
Other Fringe Benefits	4,490	4,490				
Computer Services—State	297,469	297,469				
Other Contractual Service	51,110	51,110				
Commodities	11,754	11,754				
Grants—Subsidies—Pensions	663	663				
Equipment	5,414	5,414				
TOTAL EXPENDITURES	1,617,488	1,617,488				

ADMINISTRATIVE SERVICES DIVISION (FINANCE & ADMINISTRATION)

DAVID S. CAMPBELL, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2931
Mail Address: Statehouse Sta. #67, Augusta, Maine 04333
Established: July, 1977 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 114-A; *Citation:* 5 M.R.S.A., Sect. 282
Average Count—All Positions: 14 *Legislative Count:* 16

PURPOSE: The Administrative Services Division was established to provide consolidated administrative and financial management services for the Department of Finance and Administration. The Division is authorized to provide administrative and financial management support and services to all bureaus of the Department of Finance and Administration.

The bureaus within the Department and provided this support are Accounts and Control, Alcoholic Beverages, Budget, Central Computer Services, Public Improvements, Purchases, Taxation, Employees Health Insurance Program, Risk Management Division and State Claims Board. The technical assistance and support provided includes accounting, auditing and budgetary functions for all bureaus, excluding the Bureau of Alcoholic Beverages; and departmental personnel functions for all bureaus.

ORGANIZATION: The Administrative Services Division was established by statute on July 1, 1977. The Division is responsible to the Commissioner of Finance and Administration.

PROGRAM: New and expanded activities in the area of affirmative action and equal employment opportunities were continuing within the Department during the past year.

PUBLICATIONS:

Affirmative Action Plan—(Free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (FINANCE AND ADMINISTRATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	268,085	268,085				
Health Benefits	15,466	15,466				
Retirement	46,708	46,708				
Other Fringe Benefits	1,171	1,171				
Computer Services—State	668	668				
Other Contractual Service	205	205				
Commodities	1,853	1,853				
Equipment	191	191				
TOTAL EXPENDITURES	344,379	344,379				

BUREAU OF ALCOHOLIC BEVERAGES

GUY A MARCOTTE, DIRECTOR

Central Office: 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333
Established: 1933 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 130; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 259 *Legislative Count:* 250

PURPOSE: The Bureau of Alcoholic Beverages was established to provide the most satisfactory public service for the complete distribution and sale of liquors, wines and malt beverages. The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor Commission, having general charge of the office and records, employing personnel and making expenditures as necessary; and to conduct, under the supervision of the Commission, all phases of the merchandising of liquor through State stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed the State Liquor Commission in legislation effective in 1934, which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages.

In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative officer, to have general charge of the office and records. In State Government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement functions, assigned to its Enforcement Division were transferred to the newly-created Department of Public Safety.

PROGRAM: The Bureau of Alcoholic Beverages program of converting existing conventional stores to a self-service type of operation has resulted in the conversions of 5 additional stores bringing the total to 59 self-service operations. The program will be continued within the limits of available funds.

The 107th Legislature enacted a measure which permits the Bureau to establish agency liquor stores. This makes it possible for agents in smaller towns where State stores are not established to sell liquor. There are now 63 agency locations authorized throughout the State.

The 109th Legislature enacted a measure permitting the Bureau to merchandise in State Liquor Stores. Within the philosophy of the control concept the Bureau is presently engaged in promoting monthly specials in an attempt to stimulate sales by passing down discounts to retail customers.

The 111th Legislature recently enacted a law that will, effective September 24, 1983, allow the Bureau of Alcoholic Beverages to accept major credit cards in all State Liquor Stores.

At the close of the fiscal year the Bureau transferred its warehouse operation to a bailment system which should result in substantial cost savings.

LICENSES, PERMITS, ETC.:

License:

Class I. Spirituous, Vinous and Malt Beverages
Class II. Spirituous Only
Class III. Vinous Only

Class IV. Malt Beverages Only
Class VI. Club, Without Catering Privileges—Spirituous, Vinous & Malt Beverages
Permit:
Certificate of Approval for Wine, Beer
Alcohol
Catering

PUBLICATIONS: Rules and regulations supplementing the new law are available.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ALCOHOLIC BEVERAGES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,856,345					3,856,345
Health Benefits	269,329					269,329
Retirement	597,808					597,808
Other Fringe Benefits	17,155					7,155
Computer Services—State	65,981					65,981
Other Contractual Service	874,932					874,932
Rents	528,210					528,210
Commodities	258,470					258,470
Grants—Subsidies—Pensions	85,155					85,155
Interest—Debt Retirement	75					75
Transfers to Other Funds	153,413					153,413
TOTAL EXPENDITURES	6,706,873					6,706,873

BUREAU OF THE BUDGET

G. WILLIAM BUKER, STATE BUDGET OFFICER
RICHARD R. ERICSON, DEP. STATE BUDGET OFFICER

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2881
Mail Address: Statehouse Sta. #58, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 117; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 12 *Legislative Count:* 13

PURPOSE: The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments or agencies become available for expenditure; to examine and recommend for approval any changes in such work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Finance and Administration, for carrying out State budget laws.

ORGANIZATION: The Bureau of the Budget is a departmental division, headed by a State Budget Officer appointed by the Commissioner.

PROGRAM:

Budget Process. Activities of the Bureau of the Budget primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all departments and agencies of State Government and corporations and associations desiring to receive State funds under provisions of law prepare, and submit to the Bureau estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium.

Upon receipt of the budget estimates submitted, the Bureau, in conjunction with the Governor-elect or the Governor, reviews the budget estimates, adjusting them as deemed necessary. The Bureau, at the direction of the Governor-elect or the Governor, then prepares a State Budget Document which must be transmitted to the Legislature.

State Budget Document. The State Budget Document is a complete financial plan for the operation of State Government for each year of the ensuing biennium. The document is divided into three parts: 1) the budget message by the Governor-elect or the Governor which outlines the financial policy of the State government for the ensuing biennium; 2) detailed budget estimates both of expenditures and revenues, including statements of the State's bonded indebtedness; and 3) complete drafts or summaries of budget bills, the legislative measures required to give legal sanction to the complete financial plan when adopted by the Legislature.

Work Program. After legislative appropriation, an aspect of the budgetary process which is a concern of the Bureau of the Budget throughout the fiscal year is the review and consideration of requested allotments with respect to the work program of each department or agency of State government. Work programs for the ensuing fiscal year are required to be submitted to the Bureau no later than June 1st of each year. Work programs may be revised during the fiscal year, subject to the approval of the State Budget Officer and the Governor.

State Cost Allocation Program. The Bureau of the Budget represents the State of Maine in preparing a Consolidated Cost Allocation Plan and in negotiating the allocation of dollars in identified State central service costs to State operating agencies. The allocation of approved central service costs is through the medium of an Indirect Cost Proposal prepared by State departments and submitted through the Bureau to the appropriate cognizant federal agency. The Bureau also establishes for each department an indirect cost rate to identify central service costs which benefit each agency.

Maine State Government Annual Report. As part of its function to study and report on the organization and administration of State Government, the Bureau of the Budget, designed the format for, gathers the data from State agencies, edits, assembles and produces Maine State Government Annual Report in accordance with statutory mandate.

PUBLICATIONS:

State Budget Document

Maine State Government Annual Report. Available from the Bureau of Purchases, Division of Reprographics, Statehouse, Augusta.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	264,511	264,511				
Health Benefits	12,639	12,639				
Retirement	53,120	53,120				
Other Fringe Benefits	1,256	1,256				
Computer Services—State	90,889	90,889				
Other Contractual Service	27,928	27,928				
Commodities	1,192	1,192				
Equipment	1,037	1,037				
TOTAL EXPENDITURES	453,572	452,572				

CAPITOL PLANNING COMMISSION

VACANT, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3881
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 134; *Citation:* 5 M.R.S.A., Sect. 298
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Capitol Planning Commission was established to institute the development of a master plan to guide future State policy in the expansion of the States' physical plant and in the locating of State buildings and other public improvements in the Capitol area; to submit the completed plan to the Legislature for adoption; and to submit amendments as it deems necessary to the Legislature for adoption and inclusion in the official State master plan. The intended policy for development of the Capitol area is to proceed with economy, careful planning, aesthetic consideration and with due regard to the public interests involved.

ORGANIZATION: The Capitol Planning Commission was established in 1967, abolished in 1972 and recreated in 1973. The Commission consists of the Director of the State Planning Office, ex-officio, seven members appointed by the Governor, and a member of the Augusta City Council. The Governor's appointees must include: two residents of the Captiol Planning District; one resident of the City of Augusta; and four Maine citizens. The Commission elects a chairman from its membership, and while the Bureau of Public Improvements serves as a secretariat of the Commission in exercising its administration, it may employ such assistance as it deems necessary. The State Planning Office also provides staff support. The Commission must meet at least once every four months.

PROGRAM: The Capitol Planning Commission met several times throughout the year conducting routine business within the scope of its responsibilities. In 1981 the Commission membership expanded form 7 to 9 members. Since that time, the Commission has adopted new rules and regulations for the Capitol Planning Area.

LICENSES, PERMITS, ETC.:

Sign Permits for:
- Businesses
- Any building within Captiol Complex

PUBLICATIONS:

Capitol Planning Commission Rules and Regulations

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision included with those of the Bureau of Public Improvements.

BUREAU OF CENTRAL COMPUTER SERVICES

ARTHUR W. HENRY, JR., DIRECTOR
CARL S. WESTON III, DEPUTY DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-3631
Mail Address: Statehouse Sta. #61, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 129; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 89 *Legislative Count:* 0

Organizational Units:

Computer Operations Division
Systems and Programming Division
Systems Software Division
Information and Resource Center Division

PURPOSE: Central Computer Services was established to develop, operate, and maintain data processing systems that effectively meet the needs of program managers and contribute to attainment of user agency objectives. Central Computer Services is authorized to establish, maintain and operate a data processing service bureau for State government agencies. Central Computer Services establishes standards for computer operations and has also been assigned responsibility for monitoring the acquisition of data processing equipment and services by all State agencies.

Central Computer Services also has the responsibility to report on all data processing plans and activities. The first report of this nature was prepared during FY 77.

ORGANIZATION: Legislation enacted by the 107th Legislature during the 1975 regular session established the Central Computer Services as a Bureau of the Department of Finance and Administration, effective October 1, 1975. This legislation significantly increases the powers and duties of Central Computer Services and creates a Computer Services Advisory Board to assist and advise the Bureau in meeting its responsibilities. Prior to October, 1975 Central Computer Services had been an administrative unit of the Department of Finance and Administration since April, 1971. The responsibilities of the agency were previously handled by the Bureau of Accounts and Control, with initial management of the agency under contract to a consulting firm. In July, 1971 a director and deputy director were hired as State employees and the agency was reorganized into operational divisions. Central Computer Services is an intra-governmental service fund account and receives no direct appropriation from the General Fund.

PROGRAM:

Administration. Fiscal year 1985 again was a very productive year for Central Computer Services. During the first half of the period considerable effort was expended in an audit of various internal functions. The result was a plan that revitalized a number of processing systems that had been in place for a number of years. In regards to services, Central Computer Services spent much time developing a service plan that generally included the upgrade and installation of new operating systems on both the Honeywell and IBM host computers. That upgrade, still in process, places the CCS hosts on the leading edge of most new technologies. Groundwork and planning was completed in a number of areas that will come to fruition in 1986, most notably the revision of various internal accounting systems, the completion of operating systems conversions and the full implementation of products that will tie a common network to both hosts, a task that has been in progress for a number of years.

Central Computer Services was also very active in the past year in the area of standards development. Central Computer Services standards for system development were updated and republished. Working in conjunction with the statewide Data Processing Systems standards, those standards governing the acquisition of equipment and software.

Information and Resource Center Division. The Information and Resource Center Division (IRC) provides services to all state agencies who feel a need to experience data processing first hand. The IRC staff strives to meet the variety of needs providing access to terminals which tie into CCS's Honeywell and IBM mainframes, personal computers which include an IBM XT, IBM 3270 PC's, Burroughs B25's), a graphics terminal and printer plotter, word processing

terminals, and printer. This equipment enables interested persons to learn about computer graphics, personal computers, and user packages which are used on the mainframes. The IRC will also do data processing needs analysis and limited applications programming. If the needs analysis finds a project beyond the capability of the IRC, the user is referred to the Systems and Programming Section of CCS.

The IRC has advised agencies on the use of IBM PCXT's, 3270 PC's, IBM AT's, AT&T, and Tandy 1200; Burroughs, Burroughs B20 series computers; MULTIPLAN; and ADRESII, LOTUS 1-2-3, TIMS, RBASE 4000, 5000 + 6000, Write and Displaywrite II & III, software packages.

The IRC has continued to provide data processing and management training to State Agencies. Last year 178 training classes, in a wide range of subjects were given to 560 students who represented 37 agencies.

Computer Operations Division. The primary objective of Computer Operations Division is to provide responsive, efficient and professional service to those agencies requiring computer processing, media library, data entry, auxiliary, data communications or data control services. On-line, timesharing, batch and remote batch processing access is provided on a twenty-four (24) hour per day basis.

During fiscal 84-85 Computer Operations effectively increased Central Processing Unit (CPU) capacity by upgrading Honeywell equipment to a triple Data Processing System (DPS) 8/52's. Mass storage has been increased to fourteen MSU0501 (1.2 billion characters each) disk units with five additional MSU0501 units available for installation. During the past year, CCS effectively tested, and installed a major software upgrade, GCOS-8. The initial testing was conducted on a DPS 8/47 reserved for GCOS8 evaluation and implementation occurred on May 28, 1985.

The IBM 4381 system was also upgraded to include three 3380 drive units, third 3705 controller and one 3290 operator console.

Data communications facilities has continued to improve this year. Additional test equipment has been procured, and training enabled the staff to provide improved services to user agencies. Further, a general request for proposal (RFP) was developed to standardize modem equipment throughout the state. Through the efforts of the MODEM Committee, composed of representatives of user agencies, a MODEM vendor has been selected and contract negotiations are in process.

During the past year, CCS designed and implemented a new tape library mangement system (CCSTP). This system has enabled the library to expand its service, respond to user requests more promptly and provide enhanced accountability. A services agency continues to provide computer output microfiche (COM) since CCS lacks environmentally controlled space to install the equipment. An initial draft of a COM services RFP has been completed and is being reviewed for completeness.

Systems Software and Planning Division. This group is responsible for the generation and maintenance of the Honeywell and IBM operating system and telecommunications software, the installation and maintenance of third-party vendor software, for the maintenance and reporting of the Bureau's performance management and capacity planning systems, for the planning and installation of DP products, and for the development of any specialized programming techniques. During the fiscal period the hardware and software of both mainframes were upgraded in order to support new products and capabilities.

Planning for upgrading the IBM mainframe from a 4381 Model 2 to a Model 3 with 24 Megabytes of memory was completed and the installation scheduled for early in the upcoming year. This upgrade provides the horsepower for continuing user growth and also the migration of OS/VS1 to MVS/XA.

This past year work started on migrating from the largely obsolescent OS/VS1 operating system to IBM's strategic product MVS/XA. By the end of the year MVS/SP was in production for several of the smaller user systems, and work was continuing to complete the migration to XA. Software upgraded on the IBM included the VM operating system to Release 3, and also products such as PROFS and ADRS. New products installed included FALCON which provides for on-line data entry, VSAMAID/XP which provides efficiency analysis of VSAM data files, and CTOP which increases the efficiency of data transmissions for CICS users.

The Honeywell DPS 8/52 CPU was upgraded from a double to a triple processor and the memory increased from 6 to 8 Megabytes. This upgrade provided both for growth and for the conversion of the operating system to GCOS8. Also, work has nearly completed in converting

the older removable spindle disks to fixed spindle Model 501's. The older spindles will be removed to make way for more efficient devices. The installation of a Datanet8 was completed, tested, and placed in production early in the year. The Datanet8 provides Honeywell users with Honeywell's most modern front-end telecommunications processor. Also, a DPS 8/47 was temporarily installed to assist in the operating system conversion. The 8/47 permitted conversion work and testing to proceed without interrupting production work. The 8/47 has now been returned to Honeywell.

The big event of the year was the conversion from GCOS3 to GCOS8 in May of 1985. GCOS8 is Honeywell's strategic operating system product (much as MVS is IBM's) and it provides the platform on which to build with a number of productivity aids and other products that will soon be installed and evaluated. The Datanet8 installed with its DNS software permitted IBM 3270-type terminals to access the Honewell on a wider basis. In fact, 3270 capabilities were added to on-line systems such as Taxation, and Accounts and Controls, thereby enabling someone to utilize a single terminal to access the two mainframe systems provided they made the proper hardware connections. Also, ACES, the first full-screen editor available on the Honeywell, was installed.

PUBLICATIONS:

Protocol—Data Processing Monthly Newsletter

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CENTRAL COMPUTER SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,613,839					1,613,839
Health Benefits	87,053					87,053
Retirement	258,988					258,988
Other Fringe Benefits	8,144					8,144
Computer Services—Comm.	136,685					136,685
Other Contractual Service	1,128,176					1,128,176
Rents	2,758,750					2,758,750
Commodities	513,392					513,392
Grants—Subsidies—Pensions	1,829					1,829
Interest—Debt Retirement	3,847					3,847
Transfers to Other Funds	331,222					331,222
TOTAL EXPENDITURES						

STATE CLAIMS BOARD

PETER K. BALDACCI, CHAIRMAN
RONALD M. ROY, Chief Counsel & Clerk

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-4032
Mail Address: Statehouse Sta. #49, Augusta, Maine 04333

Established: 1961 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 01; *Umbrella:* 08; *Unit:* 185; *Citation:* 23 M.R.S.A., Sect. 152

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The State Claims Board was established to assure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in the State of Maine. The primary responsibilities of the Board are to conduct hearings relative to real property taken by the State; to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway takings, relocation assistance, grading and well damage claims, outdoor advertising signs, the relocation, removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings; and, in addition thereto, to approve, partially approve, or disapprove of certain claims against the State or any of its agents, which are not submitted under specific statutory provisions, and which do not exceed the sum of $2,000.00 for each claim.

ORGANIZATION: Compensation for highway acquisitions was formerly under the jurisdiction of a Joint Board, composed of members of the State Highway Commission and the Board of County Commissioners of the County wherein the land was located. The Joint Board was superseded by the Land Damage Board in September, 1961. Under the Act Affecting the Organization of the Department of Business Regulation, effective September 23, 1983, the Board was placed under the supervision and direct control of the Commissioner of Finance and Administration.

The Land Damage Board whose name was statutorily changed to the State Claims Board consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as chairman. The fifth member of the Board is appointed for each hearing or series of hearings within the County where the land is situated. He or she must be a member of that County's Board of County Commissioners, and is appointed by the chairperson of the State Claims Board.

PROGRAM: The State Claims Board scheduled for hearings, 191 cases during FY 85. There were 62 land damage cases which were settled prior to hearings. There were 72 cases heard before the Board, 71 of the cases were land damage cases and one state claim, and there were 57 cases that were continued. There were also 136 additional land damage cases that were received but settled and, therefore, hearings were not required.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE CLAIMS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	60,913			60,913		
Health Benefits	2,396			2,396		
Retirement	7,160			7,160		
Other Fringe Benefits	211			211		
Other Contractual Service	10,744			10,744		
Commodities	240			240		
Grants—Subsidies—Pensions	11,337			11,337		
Transfers to Other Funds	2,486			2,486		
TOTAL EXPENDITURES	95,487			95,487		

STATE LIQUOR COMMISSION

JAMES GIBBONS, CHAIRMAN
CHARLES MILAN III, COMMISSIONER
PAUL R. BONNEAU, COMMISSIONER

Central Office: 10 Water St., Hallowell; *Floor:* 1 *Telephone:* 289-3721
Mail Address: Statehouse Sta. #8, Augusta, Maine 04333
Established: 1934 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 132; *Citation:* 28 M.R.S.A., Sect. 51
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Commission has the following powers and duties: general supervision of manufacturing, importing, storing, transporting and sale of all liquors and to make such rules and regulations as they deem necessary for such purpose and to make rules and regulations for the administration, clarification, carrying out, enforcing, and preventing violation of all laws pertaining to liquor; which rules and regulations have the force and effect of law, unless and until set aside by some court of competent jursidiction or revoked by the Commission; control and supervision of the purchase, importation, transportation and sale of alcohol for industrial use, for laboratories in schools, colleges, and state institutions, to hospitals for medical use therein, to licensed pharmacists for use in compounding prescriptions, and to any physicians, surgeons, osteopaths, chiropractors, optometrists, dentists or veterinarians for medicinal use only; authority to buy and have in their possession wine and spirits for sale to the public. Such purchases are made by the Commission directly and not through the State Purchasing Agent. The Commission must in their purchases of liquor, give priority, wherever feasible, to those products manufactured or bottled in this state; to issue and renew all licenses provided for by the law; to assign to the Director of the Bureau of Alcoholic Beverages, under its supervision, all powers and duties relating to all phases of the merchandising of liquor through state stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Comissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed State Liquor Commission in legislation effective in 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. In 1953, a Business Administrator for the Commission

was authorized, and in 1963, the Commission's chairman was named Chief Administrative Officer, to have general charge of the office and records. In State government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement function, assigned to its informal Enforcement Division was transferred to the newly-created Department of Public Safety. As of 1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature.

PROGRAM: The State Liquor Commission authorized the establishment of agency liquor stores in municipalities having no state store, and examined some locations. Furthermore, the Commission conducted appeal hearings for license applicants who were originally not approved by town officials. The Commission also conducted hearings for liquor vendors desiring to have new items listed by the Commission, and informed vendors of items to be delisted after reasonable notice, due to poor public acceptance.

LICENSES, PERMITS, ETC.: See those listed with the Bureau of Alcoholic Beverages.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Maine Bureau of Alcoholic Beverages.

BUREAU OF PUBLIC IMPROVEMENTS

LEIGHTON COONEY, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor: 2* *Telephone:* 289-3881
Mail Address: Statehouse Sta. #77, Augusta, Maine 04333
Established: August 28, 1957 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 121; *Citation:* 5 M.R.S.A., Sect. 283
Average Count—All Positions: 162 *Legislative Count:* 177

PURPOSE: The Bureau of Public Improvements was established to provide the planning, development and monitoring of the construction of all public improvements and public school facilities, maintenance and repair of all public improvements, property records control and property management of the State Capitol complex. The Bureau is authorized to plan and develop long-range public improvement programs and to make recommendations to the Governor and the Legislature regarding such programs; to advise and approve engineering and architectural services, proposals, plans, specifications and contracts for public improvements to State facilities and public school construction; to inspect materials, equipment, methods used and changes in plans in making public improvements and in inspection of public improvements during the course of construction or repair; to inventory all State property and removable equipment; to maintain records of construction cost and progress of public improvements; to supervise, control and maintain land and buildings in the State Capitol Complex; to lease or approve the leasing of grounds, buildings, facilities and office space required by departments and agencies of State Government; to assist the Capitol Planning Commission in the establishment and maintenance of a master plan for the orderly development of future State buildings and grounds in the Capitol Area of Augusta; and to serve as a secretariat of the Capitol Planning Commission.

ORGANIZATION: The Bureau of Public Improvements (BPI) originated in 1837 with the establishment of a Superintendent of Public Buildings, appointed by the Governor with the advice and consent of the Council, to exercise responsibilities for public buildings, furniture

and other property and preserve and keep them in proper condition. The first Superintendent of Public Buildings was the then former Governor William King who was charged with the responsibility of erecting the State's first capitol. In 1943, the Superintendent's duties were expanded to include the responsibilities basic to the present Bureau. In 1953, when the Department of Finance became the Department of Finance and Administration, appointment of the Superintendent was vested in the Commissioner of Finance and Administration with the approval of the Governor. In a reorganization of the Department in 1957, the position of Superintendent was abolished and his powers and duties were assumed by a newly created Bureau of Public Improvements administered by a State Director of Public Improvements who is appointed in the same manner as the former Superintendent. Also at this time, the Property Records Division of the Department's Bureau of Accounts and Control was transferred to the new Bureau in further consolidation of the State's public improvement and property management functions. The latter became the responsibility of the Bureau's Property Management Program. The Bureau was charged with broad responsibilties for planning and plan review; plus design and construction of public improvements; Statewide repair and capital budgeting; and lease space and telecommunications management, among other duties.

In 1967, the Bureau was assigned the function of secretariat to the Capitol Planning Commission along with the responsibility for establishing and maintaining a master plan for the Capitol Area. The Commission, with its membership changed by the 106th Legislature in 1973 to better represent the City of Augusta and the neighborhoods within the Capitol Planning area, is actively working with the Bureau on a new master plan. Commission members are appointed by the Governor for 5 year terms. They elect their own Chairperson.

In 1971 the Legislature enacted major new school construction legislation. The Bureau was charged with the responsibility of monitoring the entire construction program to assure the most open and competitive process and the highest quality public school construction. In 1977, BPI established the position of Lease Space & Telecommunications Chief to directly serve these growing responsibilities. In 1982 a Lease Space coordinator and a Telecommunications coordinator were added to the staff.

In 1979, the Legislature charged the Bureau with rulemaking responsibilites for the procurement of Architectural & Engineering services. In addition, $1.5 million was appropriated to BPI for the first phase of a major Statewide Handicapped Accessibility program in all State facilities. In 1981 the Legislature expanded this responsibility with rulemaking responsibilities for all buildings with public access, whether publicly or privately owned.

In 1977 and 1980 a total of $15 million was authorized by the legislature and voters for a comprehensive program of energy conservation in public schools and State buildings. BPI has shared responsibility for the school program with the Department of Education and has been charged with complete responsibility for the Stateside part of the program. In 1981 the Legislature authorized for public referendum and the voters approved an additional $2 million to continue the State building conservation program. In addition, two permanent positions were added to the staff for long-term energy management work.

PROGRAM: The Program of the Bureau of Public Improvements is as follows:

Professional Services Division. The planning, design, review and construction monitoring staffs serviced approximately $115 million worth of public improvements during the past year. This has consisted of 38 public schools constructed worth $30,800,000 plus the programming and planning for 40 unconstructed school projects valued at approximately $73,000,000: capital construction projects on 250 State projects worth $11,776,227, the design and construction monitoring of 33 energy retrofit projects on State-owned buildings worth $222,867.

The Division's Energy Conservation and Management Program staff has and will continue to review plans and specifications of new buildings for compliance with life cycle costing. This program has been funded by 3 bond issues in the total amount of $17 million; $10 million for schools and $7 million for State buildings. To date approximately $9.5 million has been expended on school retrofit and $5.5 million has been expended on State buildings.

This Division has begun giving oversight and review to the design of handicapped renovations at all the State's Superior Court facilities. The State's share of funding these projects is $750,000.

Handicapped accessibility projects for County Courthouses now under construction are financed by a 1983 Bond Issue of $720,000. Bond Issues for Vocational Technical Institutes, Maine Maritime Academy, Correctional Facilities, and the facilities of the University of Maine

were approved during 1984 amounting to $39,960,000.

A Bond Issue of $4,300,000 for constructing and equipping centers for advanced technology will be part of a 1985 referendum election.

Property Management Division. We now oversee 40 buildings of all sizes in three complexes, A.M.H.I., Capitol, and Hallowell Annex.

The Building Control section monitors and controls the operating parameters of 576 points in 11 Capitol Complex buildings, 24-hours per day, using a Honeywell DELTA 2000 Energy Management System to provide security and environmental comfort for these building's occupants while minimizing energy costs.

The central telephone office provides service 7 days a week for the State telephone system. It oversees the operation and maintenance of 1,469 assigned telephone lines and 3,851 telephones.

We installed a much needed replacement walk-in refrigerator at the Blaine House.

We participated with the City in laying a brick sidewalk in front of the Blaine House.

Many minor renovations such as roof repair or replacement, sewer replacements, power lines, etc. have been performed.

Property Records Program. The year started with the Property Records ledgers showing a total cost valuation for Plant and Equipment of $296,998,210. During the year this division audited and accounted for $17,584,150 additions and $9,120,026 retirements to the Capital Equipment Accounts and Plant Reports were prepared showing additions of $10,636,936 and retirements of $2,650,651 to the Land, Building and Structures and Improvement Accounts. The 1985 year closed with a cost valuation for plant and equipment of $313,448,618.

Leased Space. The lease space program continues to be a challenge as prices increase rapidly, not only in basic square footage charges, but also in associated utility and service costs as well.

Greater needs are being presented by State Agencies which require easy access and local presence for their services. Handicapped accessibility has forced some shifts to new locations and required expenditures to meet compliance with statutes, in other instances.

Metropolitan centers have the greatest increases in lease costs with Portland leading the list. New construction costs in rural areas for the Courts and Human Services indicate leasing costs have increased substantially and will have a sizeable impact on departmental budgets.

Efforts are continuing to relocate some current leases into state owned buildings at B.M.H.I., but the overall picture shows slight increases in the totals of leased quarters.

Telecommunications. Telecommunications activities continue at a fevered pace. The Telecommunications Intergovernmental Account has been established and basic Telco costs are now being processed from this revolving account under the direct supervision of the Administrative Services Division. As no start up funds were authorized, progress has been slow.

The Telco Division is finishing up the development of a computerized billing package to furnish combined invoices from all vendors and sources. This package will combine all Telco lease costs along with long distance charges, credit cards, bill to third number, one time moves and changes, plus telpak and special line charges. Many of the charges originate with different vendors, and the compilation of a total package has been time consuming, both to Central Computer Services and the Telco Division.

New PBX switches have been lease purchased for the Maine State Prison, Windham Correctional Facility, Bangor Mental Health Institute, Department of Human Services offices in Rockland, Labor in Waterville, as well as many smaller key systems that have been added throughout the State when additional facilities were needed or relocation of offices took place.

CENTREX services in Bangor and Presque Isle have been added to the existing network which has allowed the Court System and Maine Youth Center to be added to the Network.

Additional savings have been realized as more long distance calling from these new CENTREX locations and the recently installed PBX's are carried through the centralized Long Distance Control System in Augusta.

The Statewide Network study due for presentation to the Legislature in 1985 was delayed due to the complexity of the study and the difficulty in obtaining all the needed information after divestiture. Current Requests for Proposals and Qualifications are due in mid December for presentation to the Legislature, early in 1986.

A Request for Proposal for a new PBX switch for Augusta will also be received in December, 1985, with the expectation that designs will show the unit to be the hub of any Statewide Networking arrangement which may be forthcoming.

LICENSES, PERMITS, ETC.

Parking Permits for:
- Temporary Handicapped
- Service Vehicles
- Outside Agency
- Car Pooling
- Commissioners

PUBLICATIONS:

Rules and Regulations — Capitol Planning Commission — n/c
Life Cycle Analyses — n/c

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC IMPROVEMENTS	TOTAL FOR ALL FUNDS	General Fund	Special - Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,095,592	2,807,401		278,623		9,568
Health Benefits	209,830	187,798		21,349		683
Retirement	487,978	443,118		43,327		1,533
Other Fringe Benefits	16,452	15,189		1,263		
Computer Services—Comm.	175					175
Computer Services—State	27,581	1,601				25,980
Other Contractual Service	1,919,410	1,433,980		204,715		280,715
Rents	3,566	3,566				
Commodities	1,000,207	957,885		23,434		18,888
Grants—Subsidies—Pensions	47,889	35,281		12,608		
Purchase of Land	4,400					4,400
Buildings and Improvement	794,096	77,135				716,961
Equipment	19,810	19,618				192
Interest—Debt Retirement	4,969	432				4,537
Transfers to Other Funds	13,410					13,410
TOTAL EXPENDITURES	7,645,365	5,983,004		585,319		1,077,042

BUREAU OF PURCHASES

FRANK P. WOOD, STATE PURCHASING AGENT

Central Office: State Office Bldg., Augusta *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 123; *Citation:* MRSA Title 5 Chapters 13 and 155

Average Count—All Positions: 77 *Legislative Count:* 19

Organizational Units:

Purchasing Division
Central Printing
Surplus Division—State and Federal
Materials Testing
Contract Review Committee
Central Mail Service
Central Warehouse
Central Photo Laboratory
Central Convenience Copiers
Standardization Committee
Blind Made Products Committee

PURPOSE: The Bureau of Purchases was established to manage a procurement program that will result in obtaining the maximum projected value for each dollar of expenditure in an open competitive manner assuring fairness and integrity. The Bureau is authorized to purchase all services, supplies, materials and equipment required by the State government or by any department or agency thereof; to adopt and enforce specifications applying to services, supplies, materials and equipment purchased for the use of the State government; to purchase or contract for all postal service required for the use of the State government; to establish and conduct a central duplicating service available to all State departments and agencies and to charge for the use of such facilities and supplies; to establish and operate, with the approval of the Commissioner of Finance and Administration, storerooms as necessary for the storage and distribution of supplies, materials and equipment for governmental use; to transfer to or between State departments and agencies, or sell supplies, materials and equipment which are surplus, obsolete or unused; to establish and conduct a central mailing room for State departments and agencies; and to permit any political subdivision or School Administrative District in the State to make purchases of materials, equipment and supplies through the Bureau, subject to procedures, rules and regulations prescribed by the State Purchasing Agent.

A Blind-Made Products Committee was established to determine the price of all products which meet specifications prescribed by the State Purchasing Agent which are manufactured by Maine institutions for the blind and offered for sale to the State or any political subdivision.

ORGANIZATION: The Bureau of Purchases was created in 1931 as an organizational unit of the newly-established Department of Finance (renamed Department of Finance and Administration in 1953) under the administrative direction of the State Purchasing Agent who is appointed by the Commissioner of Finance and Administration. Within the Bureau are the divisions of Postal Service, Warehousing, Central Printing, Central Convenience Copiers, Central Photography and State Surplus services. In 1977 the Department of Finance and Administration through the Bureau of Purchases was designated as the State agency to receive and distribute federal surplus property.

PROGRAM: The objective of the Bureau of Purchases is to procure collectively all services, supplies, materials, and equipment for the State in a manner that will best secure the greatest possible economy. Functions of the Bureau include operation of a Central Warehouse distributing departmental supplies for all agencies and foodstuffs for state institutions. The Central Photo Lab supplies photographic and developing services to state agencies. Central Convenience Copiers administers the various photo copying equipment used throughout state government. The State Postal Center provides delivery, pick up and metering services to state mail. State and Federal Surplus Property Divisions handle the distribution and liquidation of surplus property of all types — Central Printing provides duplicating services and procures printed materials for all state agencies.

PUBLICATIONS:

The Maine State Government Annual Report (Price established by actual cost prorated per page of copy to each contributing state entity).

Salary Schedule (Price $7.50).

Personnel Rules (Price $2.37).

State House Station Directory—Free at present time.

Equal Employment Opportunity (Price $4.00).

How to do Business with the State of Maine — Free at present time.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PURCHASES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,316,547	338,286				978,261
Health Benefits	89,542	17,509				72,033
Retirement	207,406	54,827				152,579
Other Fringe Benefits	5,646	1,497				4,149
Computer Services—Comm	8,240	240				8,000
Computer Services—State	57,816	25,000				32,816
Other Contractual Service	174,850	32,394				142,456
Rents	219,785					219,785
Commodities	116,450	3,849				112,601
Grants—Subsidies—Pensions	41,164	125				41,039
Interest—Debt Retirement	291					291
Transfers to Other Funds	198,629					198,629
TOTAL EXPENDITURES	2,436,366	473,727				1,962,639

CONTRACT REVIEW COMMITTEE

FRANK WOOD, CHAIRMAN
CARL T. SILSBY, Contract Administrator

Central Office: State Office Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 123A; *Citation:* 1984 Exec. Order 9
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The Contract Review Committee was established to ensure that contracts for special services awarded by agencies of the State Government are necessary to carry out the duties and responsibilities of government and that fair and equitable treatment is afforded to all. The Committee is authorized to examine all such contracts for justification of need and for compliance with State contractual and financial procedures, and before granting approval, may require the presentation of evidence and such modifications of form and procedure as it deems relevant.

ORGANIZATION: The Review Committee for Contractual Services, originated in December, 1969, through an Executive Order of the Governor which established the three-member Review Committee within the Department of Finance and Administration composed of the State Controller, State Budget Officer and the State Purchasing Agent. A second Executive Order, issued in November, 1973, established the Committee under its present name and expanded its membership to include the Director of Central Computer Services as chairman. In late 1975, the State

Purchasing Agent was named permanent chairman by consent of the Committee and the Commissioner of Finance and Administration, and in May, 1976, a contract administrator was appointed to operate within the Bureau of Purchases under the Committee chairman. A new Executive Order was issued by the Governor in March, 1984, to reconstitute the Committee as the Contract Review Committee comprised of the State Purchasing Agent as Chairman, State Budget Officer, State Controller and Director of Central Computer Services as ex officio members, and to strengthen the authority of the Committee over special services contracts.

PROGRAM: The Contract Review Committee functions in accordance with regulations promulgated by the Department of Finance and Administration and incorporated in Section 48 of the *Manual of Financial Procedures.* These regulations establish procedures for issuing Requests for Proposals (RFP's) on the provision of special services to government agencies and for the award of contracts and their amendments, all such operations being subject to Committee review and approval.

During the past year, the Committee acted upon approximately 850 contracts and contract amendments involving a total expenditure of over $16,000,000 in State and federal funds, for the purchase of an array of administrative, professional and technical services and resources not otherwise available within the State Government. This activity was conducted through independent review by Committee members as well as work sessions and meetings with agency representatives.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

RISK MANAGEMENT DIVISION

TIMOTHY W. SMITH, ACTING DIRECTOR OF RISK MANAGEMENT

Central Office: State Office Bldg., Augusta; *Room:* 422 *Telephone:* 289-2341
Mail Address: Statehouse Sta. #85, Augusta, Maine 04333
Established: 1965 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 133; *Citation:* 5 M.R.S.A., Sect. 1725
Average Count—All Positions: 3 *Legislative Count:* 3

PURPOSE: The Risk Management Division was established to provide insurance advice to the State government and administer all State insurance and self-insurance plans and programs. The Director reviews annually the entire subject of insurance as it applies to all State property and activities; develops and maintains accurate records of all buildings and contents, State-owned vehicles, aircraft, ocean marine requirements and other pertinent information to properly apply insurance coverages; recommends to the Commissioner of Finance and Administration such insurance protection as deemed necessary or desirable for the protection of all State property; recommends a limit of self-insurance on State-owned buildings, contents, furniture and fixtures, consistent with adequate capitalization and administration of the Self-Insurance Fund; and provides insurance coverages for unusual or unique situations and conditions, as deemed necessary.

ORGANIZATION: The Maine Insurance Advisory Board was created in 1965 and became operational July 1, 1966, as a result of the recommendations of a fifteen member committee established by the Governor and Council to make a comprehensive study of the State's methods and procedures in acquiring and administering insurance plans and programs necessary to professionally and economically process the State's insurance requirements. The Board was placed within the Department of Finance and Administration in 1971.

The Board consisted of five members appointed by the Governor for terms of five years, including two members familiar with risk management selected from the public and three members

selected from representatives of the insurance industry. The Board annually elects a chairman from its membership and employs an executive secretary for administrative purposes.

In 1983 legislation changed the Insurance Advisory Board to the Risk Management Division. This change eliminated the advisory board and gave the decision making authority to the Director under the direction of the Commissioner of Finance and Administration.

A continuing reserve fund, created to indemnify the State for self-insured retention losses and related loss adjustment and loss prevention expenses, as recommended by the Director and approved by the Commissioner of Finance and Administration, is administered by the Commissioner of Finance and Administration.

PROGRAM: The following is a brief description of premiums, losses and pertinent information relative to the major lines of insurance administered by the Risk Management Division.

STATE PROPERTY INSURANCE
Company: National Union Insurance Company
Agency: Bradish-Young, Inc.
Term: 7/1/84-7/1/85
Insured Amount: $948,726,923.00
Annual Premium: $74,203.00
Self-Retention: $500,000.00
Claims Incurred: $188,283.00

BOILER INSURANCE
Company: Travelers
Agency: The Dunlap Agency
Term: 7/1/84-7/1/85
Annual Premium: $25,032.00
Deductible: $5,000.00
Claims Incurred: None

COMPREHENSIVE BLANKET BOND
Company: Hartford Accident & Indemnity Company
Agency: The Dunlap Agency
Term: 7/9/84-7/9/85
Coverage: Employee Fidelity, money & securities, and food stamps
Number of Employees: 15,872
Premium: $31,777.00
Losses Incurred: $3,500.00
Deductible: $5,000.00

OCEAN MARINE/BOAT INSURANCE
Company: Insurance Company of North America
Agency: W.C. Ladd & Sons, Inc.
Term: 7/1/84-7/1/85
Premium: $132,874.00
Claims Incurred: $25,066.00
Deductible: Various

POLICE PROFESSIONAL LIABILITY
Company: New England Reinsurance Corporation
Agency: Desmond & Payne, Inc.
Term: 7/26/84-7/26/85
Premium: $31,680.00
Claims Incurred: Undetermined
Deductible: $1,000.00

GENERAL LIABILITY INSURANCE
Company: United States Fidelity & Guarantee Insurance Company
Agency: Dunlap Insurance Agency, Inc.
Term: 9/13/84-9/13/85
Premium: $24,945.00
Claims Incurred: $850.00
Deductible: None

AUTOMOBILE FLEET LIABILITY INSURANCE

Company: United States Fidelity & Guarantee Insurance Company
Agency: Dunlap Insurance Agency, Inc.
Term: 9/8/84-9/8/85
Limits: $300,000 per occurrence
Premium: $198,000.00
Deductible: $5,000.00
Number of Units: 4,060
Claims Reported: 576
Claims Incurred: $175,000.00

AIRCRAFT FLEET INSURANCE

Company: Imperial Casualty & Indemnity
Agency: Aviation Underwriters
Term: 8/6/84-8/6/85
Premium: $37,869.00
Claims Incurred: None
Deductible: $500.00

RESERVE FOR SELF-INCURRED LOSSES

Balance of Fund July 1, 1984	$5,441,253
Adjustment of Prior Year's Transactions	152,505
Adjusted Balance	5,593,758
Net Premiums Deposited	229,838
Investment Income	566,003
Claims Paid & Incurred	(187,176)
Loss Prevention Expenses	(409,724)
Balance June 30, 1985	$5,792,699

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RISK MANAGEMENT DIVISION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	54,876	45,470				9,379
Health Benefits	3,364	2,487				877
Retirement	9,984	8,479				1,505
Other Fringe Benefits	214	214				
Commodities	6,499	905				5,594
Other Contractual Service	270,761	70,374				200,387
Grants—Subsidies—Pensions	200,278	278				200,000
Equipment	14,425	695				13,730
TOTAL EXPENDITURES	560,392	128,902				431,490

STANDARDIZATION COMMITTEE

FRANK WOOD, RECORDING SECRETARY

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3521
Mail Address: Statehouse Sta. #9, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 135; *Citation:* 5 M.R.S.A., Sect. 1814
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Standardization Committee was established to advise the State Purchasing Agent and the Commissioner of Finance and Administration in the formulation, adoption and modifica-

tion of the rules and regulations which prescribe the purchasing policy of the State, and to assist the State Purchasing Agent in the formulation, adoption and modification of specifications deemed necessary for the procurement of services, supplies, materials and equipment required for use by the State.

ORGANIZATION: The Standardization Committee was established in 1931 in conjunction with the Bureau of Purchases and consists of the Governor or his representative, the State Purchasing Agent, and four public members representative of industry, commerce and political subdivisions of Maine, and such State department or agency heads or their representatives as may be designated by the Governor to serve at his pleasure. The State Purchasing Agent is an ex officio nonvoting member. The Committee must meet at least semi-annually.

PROGRAM: This Committee establishes more standardized State specifications. In addition, the committee reviews and evaluates contracts or bids before awards are made if such appears to be of a controversial nature.

FINANCES, FISCAL YEAR 1985: 5 MRSA Sect 1314 provides that expenditures of this unit, shall be borne by the Bureau of Purchases and are, therefore, included in its financial display.

BUREAU OF TAXATION

ANTHONY J. NEVES, STATE TAX ASSESSOR

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2076
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333

Established: April 2, 1931 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 08; *Unit:* 125; *Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 195 *Legislative Count:* 221

Organizational Units:
State Tax Division
Audit and Enforcement Division
Operations Division

PURPOSE: The Bureau of Taxation was established to collect revenues necessary to support Maine State government through the assessment of taxes as required by law, and to improve the application of tax laws in Maine at both the State and local levels. The Bureau, through the State Tax Assessor, is authorized to assess and collect the following State taxes: Sales and Use Tax, Individual and Corporate Income Taxes, Motor Fuel Taxes, Inheritance and Estate Taxes, Insurance Taxes, Special Industry Taxes, and Property Taxes in Unorganized Territory. In addition, the Bureau administers the Elderly Householders Tax and Rent Refund Act of 1971, exercises general supervision of local assessing officials, administers the assessment and collection of the Spruce Budworm Suppression Fund Excise Tax, and administers the Real Estate Transfer Tax, and determines eligibility for the Elderly Low-Cost Drug program.

ORGANIZATION: The Bureau of Taxation originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance (renamed Department of Finance and Administration in 1953), under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance with the approval of the Governor. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred

from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized territories of the State.

Duties of the Board were assigned to the State Tax Assessor when it was replaced in 1969 by the Municipal Valuation Appeals Board. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance and Estate Taxes in 1947, Sales and Use Taxes in 1951 and Individual and Corporate Income Taxes in 1969. Administration of the Elderly Householders Tax and Rent and Refund Act of 1971 was assumed by the Bureau in 1972. Also, in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Council. Currently, the Commissioner of Finance and Administration appoints the State Tax Assessor subject to confirmation by the Governor. Effective July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, and effective July 1, 19765 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished. The Bureau's present organization plan provides for a State Tax Division, Operations Division, and Audit and Enforcement Division.

PROGRAM: The activities of the Bureau are chronicled through its various divisions.

State Tax Division. The Division has four sections as follows:

Sales Tax Section. Net assessment for sales tax, rental tax, use tax, interest and penalties for the fiscal year ending June 30, 1985 was $354,285,431. Collections of the 5% use tax on casual sales of motor vehicles and out-of-state purchases of motor vehicles were approximately $8,739,190 for the fiscal year ending June 30, 1985.

Sales tax refunds and exemptions provided to commercial farmers and commercial fishermen for purchases of depreciable machinery and equipment were approximately $697,212 for the fiscal year ending June 30, 1985.

Inheritance Tax Section: Revenue for the fiscal year ending June 30, 1985 totaled $21,614,318.

Excise Tax Section: Total net assessments for the fiscal year ending June 30, 1985 were: Gasoline, Use Fuel and Motor Carrier Taxes—$84,179,906. Business, Special Industry and Cigarette Taxes—$76,954,073 and Aeronautical Gas Tax—$270,569.

Income Tax Section: Net assessment corporate income tax for the fiscal year ending June 30, 1985 was $54,067,614. Net assessments for the individual income tax for same period was $297,467,206.

The Income Tax Section also administers the Elderly Householders Tax and Rent Refund Program and the certification program for the Elderly Low Cost Drug Program. The certificates were issued in conjunction with the Elderly Householders Tax and Rent Refund Program and resulted in 15,929 elderly low cost drug cards being issued for the year ending June 30, 1985. The following number of refunds were processed under the Elderly Householders Tax and Rent Refund Program:

Year Ending June 30:	1984	1985
Number of applications filed	23,784	22,696
Number of applications approved	21,018	20,137
Total refunds	$5,752,544	$5,613,999
Average refund	$ 274	$ 278

The State Tax Division is also responsible for administrative support functions of a technical nature. These include coordination of the Bureau's legislative involvement, administrative studies and monitoring compliance requirements with federal programs. A general fund revenue forecasting model is maintained as well as statistical analyses of certain state taxes.

Audit and Enforcement Division. This division was established in 1979 in order to consolidate state tax enforcement and compliance efforts; thereby assuring a systematic and efficient program of tax enforcement. In addition to generating additional revenue, aggressive and conspicuous enforcement activities maintain the public's confidence in the equity and uniformity of the State's tax programs.

Delinquent Accounts Section: This section has responsibility for the collection of all unpaid accounts. Programs are administered which utilize both routine collection procedures and the judicious application of several forceful statutory provisions which are available to ensure payment of state tax liabilities.

Enforcement Section: This section consists of two units with responsibility for pursuing and investigating nonfilers of state tax returns. The Federal Data Unit utilizes information developed through a Federal/State Exchange Program to assess taxpayers who have not reported results of Federal Income Tax audits to the State or who have not filed State returns. The following statistics summarize this unit's activity for the fiscal year ending June 30, 1985:

	Number of Assessments	*Assessments*
Individual	7,249	$2,508,178
Corporate	235	480,805
Total	7,484	$2,988,983

The Compliance Unit develops and utilizes internally-generated resources to detect nonfilers for the various tax systems. Delinquency investigations may result in the use of the State's subpoena and summons authority as well as the State Tax Assessor's authority to execute tax returns under 36 M.R.S.A. section 141 in aggravated cases on nonfiling of returns. This unit also assists in the development of information required by the Criminal Division of the Attorney General's office with regard to the White Collar Crime Program concerning the nonfiling of Maine Income Tax Returns. For fiscal year 1985, Grand Jury criminal indictments have been rendered against 5 individuals, also 18 additional cases were taken to District Court for failure to file returns.

All of the Grand Jury cases were successfully prosecuted and remaining cases are pending trials.

Audit Section: The Audit Section coordinates field audits for sales, income and motor fuel taxes.

Audit statistics for fiscal year ending June 30, 1985	
In-state Tax Assessments	$ 4,108,876
Out-of-state Tax Assessments	11,812,088
Miscellaneous Assessments	768,519
	$16,689,483

Operations Division. The Operations Division is principally responsible for certain business services, systems analysis, design and operation and property tax activities.

Business Services Section. Provides mail processing, revenue accounting and data entry services. The Computer Services Section operates and controls the Bureau's computerized systems. Continued emphasis on the efficient use of computer systems has resulted in expanded and refined utilization. All the major taxes administered by the Bureau are handled through computerized systems, with the exception of inheritance taxes. The Bureau began a complete update of its computer hardware in FY 1985; it is expected that the replacement will be completed in FY 1986. The main components of the new equipment are the IBM 3719 color terminals to replace old Honeywell 775 terminals.

In order to expedite the deposit of Individual Income Tax payments, a second shift was implemented for mail table operations for a three week period in April.

Property Tax Section. The inspection, appraisal and update of properties in the Unorganized Territory was on-going during FY 85. There is a continuous revision of property tax maps including identification of parcels, ownership changes and property splits. The Section maintained approximately 18,000 property record accounts including valuation update of each property account, tax map changes, tax billings, lien procedures and Spruce Budworm Tax assessment on 1,610,995 acres. The computerized property tax records were updated throughout the tax year.

With regard to the organized municipalities, the Section completed field studies of the 493 cities, towns and plantations for the 1985 and 1986 State Valuation Programs using the computerized sales ratio program developed in 1976. Field staff personnel performed approximately 3,000 residential appraisals for supplementing the sales ratio data information bank and conducted or maintained 26 appraisals of large industrial/commercial complexes throughout the State.

The municipal statistics program was upgraded continuously and reports published. The five basic courses in Property Tax Assessment Administration were updated and 12 courses were presented throughout the State in 7 locations with total attendance of 150 student assessors. The Annual Assessor's School was held at the University of Maine at Orono. Almost two hundred Maine assessors enrolled in the five basic courses, review courses, and advanced courses. Certification examinations were offered on four occasions at various locations to a total of 73 applicants. The Section also provided assistance to municipal assessors in setting tax rates, completing commitments, interpreting Property Tax Law and in the use of appraisal techni-

ques. The assistance was provided by telephone and by visitations to the municipalities by Section personnel. Assistance was provided to municipal tax collectors regarding their duties as well as the Motor Vehicle Excise Tax Law. Visitations were made throughout the State to advise assessors and tax collectors of changes in assessment administration and to resolve local misunderstandings of property tax laws.

The Property Tax Section oversaw what has become almost total compliance of the minimum assessment standards during 1983 and 1984 pursuant to Title 36, M.R.S.A., section 327.

The Section maintained and updated a number of its Property Tax Bulletins, and has formulated plans for updating the cost schedules in the State of Maine Assessment Manual.

Rules were administered through the Administrative Procedures Act to detail and define statutory requirements relative to assessor training and certification. The Section has implemented these rules and has instituted an ongoing review of all certified assessors to ensure compliance with recertification requirements.

For FY 85, the Section was also responsible for determining eligibility amounts and drafting payment authorizations for State reimbursements to municipalities as follows:

Tree Growth Reimbursement	$552,466.56
Veterans Reimbursement	$211,475.67
Total	$763,942.23

Section tax revenues for the fiscal year are as follows:

Property Tax Section

	1984-1985
Unorganized Territory	
Real Estate Tax	$ 6,743,419.87
Personal Property Tax	193,263.07
Spruce Budworm Tax	4,553,397.86
Interest on Tax	17,094.07
State-wide Real Estate Transfer Tax	2,589,496.02
Forest Fire Suppression Tax	2,602,338.22
Commercial Fishing Vessel Excise Tax	4,060.00
Total	$16,703,069.11

LICENSES, PERMITS, ETC.:

Blueberry: Annual license—Processor and/or Shipper.
Dairy and Nutrition Council Tax: Permanent Certificate—Dealer.
Milk Tax: Permanent Certificate—Shipper.
Potato Tax: Permanent Certificate—Shipper.
Sardine Tax: Permanent Certificate—Packer.
Special Fuel:
- Special Fuel Tax License—Permanent
- Special Fuel Dealers License—Permanent

Gasoline:
- Distributors Certificate—Permanent.
- Exporters Certificate—Permanent.
- Importers Certificate—Permanent.

Lubrication Oils:
- Distributors Certificate—Permanent.

Cigarettes:
- Distributors Annual Cigarette License.
- Wholesale Dealers Annual Cigarette License.
- Nonresident Distributors Annual Cigarette Licenses.

Sales and Use Tax Registration.
Certified Maine Assessor Certificate.
Certified Assessment Technicial Certificate.

PUBLICATIONS:

Bulletins and pamphlets which describe the various tax laws and regulations are available free of charge.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TAXATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,873,288	3,873,288				
Health Benefits	203,111	203,111				
Retirement	613,257	613,257				
Other Fringe Benefits	16,980	16,980				
Computer Services—State	594,614	594,614				
Other Contractual Service	1,181,621	1,181,621				
Rents	20,242	20,242				
Commodities	34,721	34,721				
Grants—Subsidies—Pensions	7,986,169	6,590,278	1,395,891			
Equipment	30,090	30,090				
TOTAL EXPENDITURES	14,581,593	13,185,702	1,395,891			

FINANCE AUTHORITY OF MAINE

ROBERT E. BALDACCI, JR., CHAIRMAN
STANLEY O. PROVUS, CHIEF EXECUTIVE OFFICER

Central Office: 83 Western Ave., Augusta *Telephone:* 623-FAME
Mail Address: P.O. Box 949, Augusta, Maine 04330
Established: 198[illegible]
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 457; *Citation:* 10 M.R.S.A., Sect. 964
Average Count—All Positions: 19 *Legislative Count:* 0

PURPOSE: In creating FAME, the Legislature noted there is a "state-wide need" for greater employment opportunities, an improved economy, a more healthy environment, greater investment capital, and a betterment of living standards for the State's inhabitants. Accordingly, the legislation calls for FAME to help "finance expansion of industrial, manufacturing, recreational, fishing, agricultural, and other natural resource based enterprises;" and to increase the access of small business and veterans to financing at reasonable rates and terms.

ORGANIZATION: The first regular session of the 111th Legislature created the Finance Authority of Maine (FAME); it came into existence in September, 1983. FAME incorporates three former state loan agencies and adds an entirely new dimension of state financial assistance, that of natural resource loan financing. The three former agencies folded into FAME are the Maine Guarantee Authority, the Maine Small Business Loan Authority and the Maine Veterans Small Business Loan Authority. FAME receives limited appropriations for business and natural resource development. FAME is established to become a self-supporting agency that receives its operating funds from mortgage insurance fees and service and applications fees charged in connection with the issuance of industrial revenue bonds and loan guarantees.

FAME shall consist of twelve voting members and one non-voting member as follows:
—two veterans from the Maine Veterans Small Business Loan Board
—two members from the Natural Resources Financing & Marketing Board
—one certified Public Accountant
—one attorney
—three members-at-large

—three state members to include the Director of the State Development Office, a natural resource commissioner, and the state treasurer (ex officio)

Members are appointed by the Governor and are subject to review by the joint standing committee of the Legislature having jurisdiction over State Government and subject to confirmation by the Legislature. Each member-at-large serves for a term of four years. A Chief Executive Officer is appointed to supervise and direct its administrative and technical activities.

As organized, FAME consists of two broad divisions—Business Development (incorporating the three former agencies) and Natural Resources. These divisions are supported by an Office of General Counsel, Marketing and Communications, Finance and Administration.

PROGRAM:

Business Development Division. This division contains five basic programs which utilize one or a combination of the following financing mechanisms:

1. **Guaranteed Loans**
   a. Mortgage Insurance Program
      Under this program, FAME can insure up to 90% of the debt financing on an eligible project. For industrial, manufacturing, fishing, or agricultural projects the insured loan may not exceed $7,000,000. For recreational projects, the insured loan may not exceed $2,500,000.
   b. Small Business and Veteran's Small Business Loan Guarantee Programs.

      In both programs, FAME can guarantee business loans made by financial institutions up to 85% on loans not exceeding $100,000 or $200,000 if a certified veteran.

2. **Industrial Development Bond Program (IDBs)**
   a. Revenue Obligation Securities Program
      This program allows FAME to sell tax-exempt Industrial Development Bonds to provide financing at below market interest rates for uses permitted by federal and state tax law. Generally, the types of eligible projects can be classified as industrial-commercial, pollution control, water supply systems, multi-level parking, energy generation, energy distribution, and reconstruction of existing buildings. These bond issues can be backed by a guarantee.
   b. Municipal Securities Approval Program

      This program is similar to the Revenue Obligation Securities Program except that a municipality rather than FAME issues the bonds. FAME must approve issuance of the bonds, and is responsible for assigning the State's $200 million IDB ceiling to local issuers.

3. **Targeted Lending: Maine Job Start Pilot Program**
   The Maine Job Start Program is designed to provide eligible applicants with up to $10,000 in direct loans for business development purposes. Job Start is a demonstration program operating in three Community Action Program service areas in Washington, Hancock, Aroostook, Oxford and Androscoggin Counties. The legislative appropriation for FY '85 was $180,000.

Natural Resources Division. The Legislature created this division and directed FAME to help provide financing in this area, recognizing the importance of agriculture, fishing, forestry, and other natural resource based enterprises to Maine's economy. the goal is to make capital more readily available and at an affordable rate to this sector of the economy. In addition to the use of IDBS and loan guarantees in support of natural resource-based enterprises, FAME is developing a unique program for natural resource enterprises, including financial and technical assistance to entrants. One of these program goals, the Natural Resources Capital Corporation, is scheduled to come on line in the fall of 1985.

Activities: In pursuing its statutory mission, the Finance Authority operates with three program tools: Industrial Development Bonds, Guaranteed Loans and Targeted Lending. Within each of these broad areas of financing, the following activity took place in FY '85.

Industrial Development Bonds (IDBs): Through passage of the Federal "Deficit Reduction Act of 1984" on June 19 of last year, a limitation was placed on the amount of Industrial

Revenue Bonds a state could issue in any one calendar year. Maine's Industrial Revenue Bond capacity is $200,000,000 per calendar year.

Since this report incorporates the last six months of 1984 and the first six months of 1985, actual Industrial Revenue Bond activity is substantially higher.

In fiscal year 1985, the total Industrial Revenue Bond volume of the Authority was $478,053,934. Of this amount $347,602,434 in bonds were actually issued and another $130,451,500 of bonds are pending issuance.

Guaranteed Loans: Three programs within the Finance Authority utilize loan guarantees: The Small Business Loan Guarantee Program, the Veterans Small Business Loan Guarantee Program, and the Mortgage Insurance Program. In the Small Business and Veterans' Programs, loan guarantees cannot exceed $100,000 and $200,000 respectively. In the Mortgage Insurance Program, loan guarantees cannot exceed $7,000,000. Guarantees on the following financing ranges from 40%-100%.

Mortgage Insurance Fund Portfolio

	June 30, 1985 Guarantee Balance
Guaranteed Loans	$ 5,454,982
Guaranteed Bond	15,730,752
Sub Total	$21,185,734
Committed Bonds	4,492,500
Sub Total	$25,678,234
State Obligation Bonds Applied to Guarantee Balance	5,364,561
Subtotal	$31,042,795
Guaranteed Amount Available for New Projects	$26,957,205
Total Guarantee Allowable	$58,000,000

Small Business and Veterans Fund Portfolios (as of 6/30/85)

Items	Small Business	Veterans
Total bank financing provided in FY '85:	$ 1,185,750	$ 589,897
Total loans provided in FY '85:	22	13
Average loan size (FY '85):	$ 53,898	$ 45,377
Total original bank financing in current portfolio as of 6/30/85:	$ 2,446,750	$1,143,897
Total current guarantee exposure as of 6/30/85:	$ 1,714,182	$ 693,942
Total no. loans outstanding as of 6/30/85:	64	45
Total lending capacity:	$ 4,500,000	$4,000,000
Available for new projects:	$ 2,785,817	$3,306,057

Targeted Lending: Maine Job Start Pilot Program

No. of loans approved:	13
No. of loan dollars approved:	$ 110,000
No. of dollars available	$ 180,000
Average loan size:	$ 8,462
No. of jobs maintained or created	24

PUBLICATIONS:

1984 Annual Report of the Finance Authority of Maine (FAME)
Fame Program brochures

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, please call or write the Finance Authority of Maine for a copy of their audited annual financial statements ending June 30, 1985.

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

RICHARD E. MULLAVEY, EXECUTIVE SECRETARY
KENNETH G. STRATTON, CHAIRMAN, MAINE COMMISSIONERS

Central Office: AMHI—Harlow Building *Telephone:* 289-2791
Mail Address: Statehouse Sta. #22, Augusta, Maine 04333
Established: 1949 *Sunset Review:* Not Established
Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 327; *Citation:* 1949 P&SL, Chap. 75
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

ORGANIZATION: The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine's representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or his designee and a legislator appointed by the Maine Commission on Interstate Cooperation: the third member is a citizen appointed by the Governor, for a term of three years.

PROGRAM: Activities of the Northeastern Interstate Forest Fire Protection Commission during FY 85 included the annual Commission meeting at Lebanon, New Hampshire, and the annual training session at Concord, New Hampshire. The theme of this session was "Forest Fire Investigation and cause determination."

The equipment committee met in Vermont this year. Their agenda included equipment standards inventory, demonstrations and training.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $4,222 in FY 85 and are, by administrative decision, included with those of the Bureau of Forestry.

ADVISORY COMMITTEE FOR THE TRAINING OF FIREFIGHTERS

STEPHEN WILLIS, CONSULTANT

Central Office: Education Bldg., Augusta *Telephone:* 289-5854
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: 1959 *Sunset Review:* Not Established
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 326; *Citation:* 20A M.R.S.A., Sect. 9002
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Advisory Committee to the Commissioner of Educational and Cultural Services Relating to the Firefighter's Training Program is to consult and advise him in carrying out the administration of section 9001.

ORGANIZATION: The committee consists of 13 members appointed by the Commissioner as follows: One municipal chief, one call chief and one volunteer chief recommended by the Maine Fire Chief's Association, Inc.; one municipal firefighter, one call firefighter and one volunteer firefighter recommended by the Maine Federation of Firefighters, Inc.; two members recommended by the Maine Municipal Association, Inc., including one city or town manager and one selectman; one member of an industrial or institutional fire brigade recommended by the Maine Safety Council; one representative from the field of insurance recommended by the Maine Insurance Association, Inc.; two members recommended by the Maine Council of Firefighters, Inc.; and one member from the general public.

PROGRAM: Advisory Committee met 6 times during FY 85. Committee drafted legislation to establish a $20,000 State grant program to fund the construction of firefighter training facilities. (Passed 112th Legislature); oversaw the consolidation of the Fire Service Training and Fire Science Technology programs into one agency, Maine Fire Training & Education; approved draft voluntary firefighter certification standards; established a Maine Fire Instructor of the Year award; and advised the staff of MDECS and Fire Service Training on a broad range of fire service issues.

PUBLICATIONS:

1. Automotive Fire Apparatus Procurement Guide—Free.
2. Fire Ground Hydraulics (Basic)—Free.
3. Fire Ground Hydraulics (Advanced)—Free.
4. Maine's Fire Chiefs Directory—Free.
5. A Five-Year Plan for Statewide Fire Service Education and Training for the State of Maine—1980—Free.
6. Maine Fire Education and Training Catalog—Free
7. Self-Contained Breathing Apparatus: Guide to Survival — 1985 — $3.00.
8. Ground Ladder Student manual — 1984 — $3.00.
9. Rural Hitch manual — 1984 — $3.00.
10. Pumper Acceptance/Service Testing — 1985 — $3.00.
11. Emergency Response Driving — 1985 — $3.00.

FINANCES, FISCAL YEAR 1985: Expenditures of $1,325 in FY 85 were included with those of the Department of Educational and Cultural Services.

FOREST FIRE ADVISORY COUNCIL

EARLE BESSEY, III, CHAIRMAN

Mail Address: c/o Maine Forest Service, Division of Forest Fire Control, Statehouse Sta. #22, Augusta, Maine 04333

Established: 1984

Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 456; *Citation:* 12 M.R.S.A., Sect. 9621

PURPOSE: The council reviews the annual reports of the Forest Fire Control Division, the annual accounts of the forest fire control program and the proposed budget for forest fire control. It began reviewing the financing, organization, administration, and delivery of state forest fire control services, including local capabilities for forest fire control, alternative methods of forest fire prevention and suppression and identifying the most modern, cost effective and efficient method for providing forest fire control services within the State, utilizing and coordinating local resources, to protect the state's important forest resource. It made recommendations to the department and the Legislature regarding changes in these areas.

ORGANIZATION: The governor appointed a 9-member council to advise the Department of Conservation on all matters pertaining to the forest fire control program. The council consists of one representative each from the Forest Fire Control Division of the Department of Conservation and the Maine State Fire Chief's Association. One member is a municipal official. Four members represent the commercial forest industry, of which 2 represent landowners in the organized portions of the State, and 2 represent landowners in the unorganized portion of the State. One member represents a forest related tourist industry and one represents a noncommercial private owner of acreage which is subject to the tax assessed under Title 36, chapter 366.

PROGRAM: During 1985, the Council reviewed information about, and examined in detail, the operations of the Forest Fire Control Division.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

MAINE HEALTH AND HIGHER EDUCATIONAL FACILITIES AUTHORITY

EDWARD M. STONE, CHAIRMAN
RICHARD B. STEWART, Executive Director

Central Office: 165 Dover Pt. Road, Dover, N.H. *Telephone:* 603-742-9432
Mail Address: 165 Dover Pt. Road, Dover, N.H. 03820

Established: 1971 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 336; *Citation:* 22 M.R.S.A., Sect. 2054

Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: To assist private, non-profit hospitals, non-profit nursing homes and private, non-profit institutions for higher education within the State of Maine in financing the construction and equipping of health-care and educational facilities, the refinancing of existing indebtedness and student loans by providing access to the municipal (tax-exempt) bond market.

ORGANIZATION: The Authority consists of twelve members, the Bank Superintendent, the Commissioner of Human Services, the Commissioner of Educational and Cultural Services and Treasurer of State (as a nonvoting member) who serve as ex-officio members, and eight other members who are residents of the State of Maine and are appointed by the Governor. The Executive Director, who is not a member, is responsible for the day-to-day activities of the Authority.

PROGRAM: Bonds, notes or any other obligation of the Authority do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by the revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority may be secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital, nursing home or institution for higher education or may take a mortgage on the project. Each hospital, nursing home or institution for higher education agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on the outstanding bonds.

The Authority does not receive any appropriations from the State. It derives its revenues from fees charged the hospitals, nursing homes and institutions for higher education using its financing capabilities. The initial fee, payable from the bond proceeds at the closing of the bond issue, is $2.50 per $1,000 borrowed. Once the project is completed and generating revenues for the hospital, nursing home, or institution for higher education, an annual fee of $1.00 per $1,000 borrowed is charged. Recent issues include $9,330,000 Kennebec Valley Medical Center, $4,870,000 Bowdoin College, $6,400,000 Colby College, $1,900,000 Central Maine Medical Center and $3,200,000 Eastern Maine Medical Center.

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE HISTORICAL SOCIETY

ELIZABETH J. MILLER, DIRECTOR

Central Office: 485 Congress St., Portland *Telephone:* 774-1822
Mail Address: 485 Congress St., Portland, Maine 04101
Established: 1822 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 176; *Citation:* 1822 P&SL Chap. 118
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: Incorporated by the State of Maine in 1822, the Maine Historical Society is a charitable, educational, non-profit corporation. It devotes its resources to the discovery, identification, collection, preservation and interpretation of materials which document the history of Maine and its people.

ORGANIZATION: Just two years after Maine achieved statehood, the Legislature passed a bill incorporating the Maine Historical Society in 1822 to collect and preserve the history of the new State. Governor Albion K. Parris presided over the first meeting in the old Statehouse in Portland.

During its first 100 years, the Society maintained a close relationship with Bowdoin College, housing Society collections at the College until 1881 and conducting its Annual Meetings at commencement time until the early 20th centry.

Through the energetic efforts of civic leader, philanthropist, and scholar James Phinney Baxter and fellow prominent Portland citizens, the Society moved its collections and many of its programs to Protland in 1881. Baxter provided space in the new Portland Public Library built in 1889.

In 1901 the Society opened the Wadsworth-Longfellow House, left to the Society through the bequest of Anne Longfellow Pierce. The House was Maine's first house museum open to the public. Finally on February 27, 1907, the one hundredth anniversary of Henry Wadsworth Longfellow's birth, the Society opened its present headquarters and library at 485 Congress Street.

Today the Society's organization stretches throughout Maine. Its Editorial Office for the **Quarterly** and special publications is at University of Maine at Orono. The Society's Trustees and membership are active in historical groups around the State. For the first time since 1822, the Society began developing a long-range plan to guide its future efforts to collect, preserve, and teach the history of Maine.

PROGRAM:

Library. The MHS Library is the State's foremost collection for the study of State and local history, biographical and family history. It includes more than 60,000 books, pamphlets, newspapers, and scrapbooks on all aspects of Maine social, cultural, and economic history. The Collection of approximately 1.7 million manuscripts ranges from the personal papers of many of Maine's most prominent civic and business leaders, to early proprietary and town records, to journals, and account books of businesses throughout the State. The library's Graphics Collections includes original maps and surveys, architectural and engineering drawings, photographs, postcards, prints, and broadsides. Key acquisitions during FY 1985 included the Papers of John Quinby, merchant and shipowner in Stroudwater, account books from the 19th century artisans in the Skowhegan area, Civil War letters written by a Fifth Maine Infantryman from Brownfield, and a large collection of stereographs showing the ruins in Portland after the fire of July 4, 1866.

These extensive collections are accessible to all individuals interested in Maine history and genealogy and, during FY 1985, library users totalled approximately 3,900 researchers. This does not include another estimated 1000 research inquiries answered by telephone or correspondence.

Museum Collections. In addition to its fine research library, the Society has an extensive collection of art and artifacts, including more than 150 Maine-related paintings, as well as furniture, glassware, pewter, samplers, costumes, military and naval artifacts. Because the Society's own facilities have restricted exhibition space, the Society frequently lends items to exhibitions

at other museums and historical societies.

During FY 1985 loans were made to several institutions, including Colby College, the Farnsworth Museum in Portland, the Brick Store in Kennebunk, and the Maine State Museum — Blaine House.

Wadsworth-Longfellow House. The landmark Wadsworth-Longfellow House, built in 1785-86 and opened to the public as Maine's first house museum in 1901, provides a focal point for the society's educational programs. The childhood home of poet Henry Wadsworth Longfellow is used to teach about Maine and Portland history. More than 8000 visitors toured the historic Maine home during the regular sumer season and special Christmas open house. In addition approximately 700 schoolchildren visited the House free-of-charge during special school tours in October and May. The Society joined a consortium of four Portland-area historic sites to produce an information brochure and special all-day tour of these sites. Planning began in Spring 1985 for "Longfellow's Portland," an eight-month celebration of the 200th anniversary of the Wadsworth-Longfellow House.

With the assistance of an Institution for Museum Services' Conservation Grant, the Society began, during FY 1985, a long-overdue energy audit of the House, installation of ultraviolet light filtered storm windows and additional insulation, and basic conservation work on the House's furnishings.

Other Educational Programs. The Society organized the travelling exhibition "Neatness, Comfort and Independence: Life in Federal Period Maine, 1780-1830," funded in part with a grant from the Maine Humanities Council. Free lectures, open to the public, during FY 1985, included presentations by Society member William B. Jordan, Jr. on Pilgrim settlement in Maine and life on the 19th century Washburn family farm by Susan Boothby of the Norlands Living History Center. In addition exhibitions of children's artifacts and of selections from the architect John Calvin Stevens Collection were on display in the Library.

Finances and Fund-Raising. Although operating expenses increase annually as programs expand, the Society completed FY 85 without an operating deficit. Income is derived from a variety of sources: membership dues, publications and museum shop sales, and state government appropriation. Modest grants from the Maine Humanities Council, National Endowment for the Humanities, and Institute of Museum Services have been received only for special educational and conservation projects. Chief sources of operating income continue to be endowment income and the Society's Annual Giving campaign. The latter draws upon the support of individuals and businesses throughout the State of Maine. In FY 1985, the Society realized slightly more than $55,000 in the Annual Giving Campaign, an increase of $22,000 from FY 1984's goal. To expand further the Society's source of income, the Finance Committee began developing a Planned Giving Campaign.

PUBLICATIONS:

During FY 1985 the *Maine Historical Society, Quarterly,* continued its twenty-five year tradition of publishing articles by professional and amateur historians alike, including "Assimilation, Termination or Tribal Rejuvenation: Maine Indian Affairs in the 1950's," by David L. Ghere, and "Standard Time Had a Rough Time in Bangor," by Arnold A. Lasker. Such articles, as well as reviews and listings of Maine-related books and articles, make the *Quarterly* the backbone of historical writing in Maine.

The editing of articles for *Maine at Statehood,* a Society publication partially funded with a grant from the National Endowment for the Humanities, continued during FY 1985. This book draws upon new scholarship generated during the popular Maine Humanities Council exhibition *Maine at Statehood.*

Previous Maine Historical Society publications which are still in print include:

Hayden L.V. Anderson, *Canals and Inland Waterways of Maine.*

Ronald F. Banks, *Maine Becomes a State.*

Robert E. Moody, ed. *The Letters of Thomas Gorges, Deputy Governor of the Province of Maine, 1640-1643.*

Gerald D. Morris and Richard D. Kelly, Jr., eds. *The Maine Bicentennial Atlas.* and various bibliographical guides.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	25,958	25,958				
TOTAL EXPENDITURES	25,958	25,958				

DISPLACED HOMEMAKERS ADVISORY COUNCIL

NERIA DOUGLASS and JEAN MAINS-MORRIS, CO-CHAIRS

Central Office: 20 Union Street, Augusta *Telephone:* 289-3431
Mail Address: 20 Union Street, Augusta, Maine 04330
Established: October 1977 *Sunset Review:* Not Established
Reference: Policy Area: 04; *Umbrella:* 92; *Unit:* 390; *Citation:* 26 M.R.S.A., Sect. 1604
Average Count—All Positions: 0 *Legislative Count:* 0

ORGANIZATION: The Displaced Homemakers Program operates through a contractual agreement with the Maine Department of Labor in conjunction with the University of Maine. For further information, please contact:

Displaced Homemakers Program
University of Maine at Augusta
Stoddard House
Augusta, ME 04330
622-7131, ext. 338
1-800-442-2092, ext. 338
Gilda E. Nardone, Director

PROGRAM: By enacting the amended version of L.D. 644 (Public Law 1981, Chapter 515), the 110th Legislature mandated the Department of Labor, in collaboration with the Displaced Homemakers Project, to expand direct services for displaced homemakers in Maine. A statewide Displaced Homemakers Advisory Council was appointed by the Governor to advise the Commissioner of the Department of Labor on program development.

The Displaced Homemakers Program is a community-based multi-service program designed to provide outreach, career and job counseling, information and referral, prevocational training, placement, and other supportive services for economically dependent homemakers in Maine re-entering the job market due to separation, divorce, death or disability of a spouse. The goals of this Program are:

I. To provide overall Program development, administration and staff training;

II. To provide public information about and advocate for displaced homemakers in Maine;

III. To coordinate and expand the network of individuals, agencies, and organizations aware of and offering services to this target audience;

IV. To provide displaced homemakers with personal assessment, career decision making, and job readiness skills and resources which will assist them in building self confidence and moving towards emotional, intellectual, and economic self sufficiency;

V. To assist displaced homemakers in entering employment or further education/training and provide follow-up support.

Through Department of Labor funding in FY 85, direct services to displaced homemakers were continued and expanded in the communities of Bangor, Lewiston/Auburn, Bath, and Portland through comprehensive Pre-Vocational Training Programs, workshops, and courses,

individual assistance and support groups. Technical assistance and staff training was provided to other state and community agencies in program design and implementation; several activities for displaced homemakers, adult learners, older workers, and WEET registrants were offered in collaboration with other state and community programs; public information about displaced homemakers was disseminated through workshops and presentations to organizations and various forms of Maine media; and information and referral was provided through a toll-free 800 line. Over 1,025 displaced homemakers received a range of services through legislative (DOL) funding in FY 85.

Significant activities during the fiscal year included the development of training and resources for women considering starting and already managing small businesses, including the printing of "VENTURING FORTH", a self assessment/business planning tool; continued administration and implementation of the New Beginnings/TOPS Program in Portland for the WEET Program; consolidation of a long-range planning process and fiscal year priotities with Advisory Council members and staff; the addition of six (6) new VISTA Volunteers to expand program and rural outreach services; extensive staff training/development opportunities; and the Director's continued involvement as a Regional Leader (New England and New York) fo. the Women's Work Force Network of Wider Opportunities for Women, a network which links independent women's employment and training programs throughout the country. Governor Brennan proclaimed May 5-11, 1985 as Displaced Homemakers Awareness Week, which focused an intensive statewide public information campaign to raise awareness abou. the homemaking role and services of the program.

PUBLICATIONS: Various resource materials relating to displaced homemakers are available from the Program free of charge or on loan from the Resource Centers.

Single copies of "VENTURiNG FORTH", a comprehensive guide for women considering going into business, are available free of charge; information about bulk ordering will be provided upon request.

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

Displaced Homemakers Program
University of Maine at Augusta

BUDGET EXPENDITURES FY 85
DEPARTMENT OF LABOR CONTRACT

Base Budget	$118,676	
PERSONNEL		
Salaries	$73,825	
Benefits	16,241	
Professional and Clerical Support Services	5,846	$95,912
SUPPLIES AND MATERIALS		
Office Supplies	1,026	
Training Materials	625	1,651
COMMUNICATIONS		
Telephone	4,205	
Postage	816	
Copying/Printing	1,935	
Audio Visual	178	7,134
TRAVEL		4,338
SPACE RENTAL		850
Total Direct Costs		$109,885
Indirect Costs @ 8%		8,791
Total Budget Expenditures		$118,676

ADVISORY BOARD TO THE MAINE STATE HOUSING AUTHORITY

LYNDEL J. WISHCAMPER, PRESIDENT
FENWICK FOWLER, Vice-President

Incoming WATS: 1-800-452-4668
Central Office: 295 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330
Established: 1969 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 345; *Citation:* 30 M.R.S.A., Sect. 4602
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the director and commissioners of the Maine State Housing Authority on the policies concerning any and all of the powers and duties of the state authority.

ORGANIZATION: The Advisory Board to the Maine State Housing Authority is comprised of 21 persons appointed by the Governor for a term of four years representing the several aspects of the housing industry. The members elect a President and Vice-President from among the board members. Meetings of the board are called as deemed necessary by the president except that one meeting of the board must be held each year at a time which will allow the board to meet jointly with the Commissioners of the Authority.

The role of the Advisory Board is to advise and counsel the Director and Commissioners of the Authority.

PROGRAM: The Board has been meeting quarterly. The Board was very active in the formulation of the Governor's Housing Opportunities for Maine (HOME) Program. It is anticipated that the Advisory Board will continue to provide advice and counsel to the Authority's Commissioners in the coming fiscal year.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

MAINE STATE HOUSING AUTHORITY

KATHLEEN A. BOLAND, DIRECTOR

Incoming WATS: 1-800-452-4668
Central Office: 295 Water Street, Augusta *Telephone:* 623-2981
Mail Address: P.O. Box 2669, Augusta, Maine 04330
Established: 1969 *Sunset Review Required by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 346; *Citation:* 30 M.R.S.A., Sect. 4601A
Average Count—All Positions: 60 *Legislative Count:* 0
Organizational Units:

- Executive
- Operations
- Government and Public Affairs
- Legal
- Accounting & Administration
- Treasurer

PURPOSE: The Maine State Housing Authority was established to assist Maine residents in securing housing which is decent, safe, independently selected, designed and located with reference to particular needs and available at costs which are affordable; to have available a wide range

of privately-planned, constructed and operated housing; to have available such additional publicly-planned, constructed and operated housing as needed to achieve the purposes of the law; to have available from financial institutions, resources for home construction, mortgages and other additional resources from the sale of bonds by the Authority; to have available informational and educational programs concerning housing programs and techniques; and generally, to do all things possible to encourage and assist efforts to provide decent housing in a desirable and healthful living environment for all Maine citizens, particularly for the elderly and those of lower income.

ORGANIZATION: The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." Established in October 1969, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriations from the Legislature for its operations. The Authority has 7 commissioners, 5 of whom are appointed by the Governor. The 6th Commissioner, shall be the director of the State Authority serving ex officio, who is the chairman. The Director is appointed by the Governor and confirmed by the Legislature. The 7th is the State Treasurer.

PROGRAM: As the Maine State Housing Authority entered FY 85, it continued its position as one of the state's largest financial institutions. By year-end 1984, the Authority had assets of $570,982,705, and fund balances of $46,785,749.

The Authority has been a participating agency in HUD's Section 8 program since its inception in late 1974, and in calendar year 1984 received from the Federal Government $28,963,429 in Section 8 rent supplement funds. The subsidies, received from HUD, may be applied to either newly constructed, substantially rehabilitated or existing rental units meeting HUD's standards. The funds are restricted in the use to making up the difference between HUD-established fair market rents and 30% of an eligible tenant's income. Permanent financing for new construction or substantial rehabilitation of the units subsidized under the Section 8 program must come from private sources or housing finance agencies such as the Authority. As of the end of 1984 the Authority had 4,565 such units occupied, in 163 apartment complexes. The new construction, substantial rehabilitation portion of the Section 8 program has been ended by the federal government. During 1984 the Authority started the Rental Loan Program which provided financing for 471 apartment units in new or substantially rehabilitated buildings.

The Authority has implemented the Housing Opportunities for Maine (HOME) Program. This program combines dedicated receipts from a portion of the real estate transfer tax which is used only for program, not administrative, funding with the Authority's tax-exempt bonding capacity to generate funds for single family mortgage purchase or improvement loans, multi-family mortgage purchase or improvement loans, and homeless shelters. Prior to this change in the HOME Program, the Legislature had appropriated 8.25 million dollars to the HOME fund.

In view of the continuing need to improve the housing situation in Maine, the Authority's Commission and staff plan to continue their efforts, making use of both existing programs and new programs as they become available to, "Promote a concerted effort to upgrade housing conditions and standards within this State."

PUBLICATIONS: Maine Housing Authority Annual Reports (1970-1984 inclusive).

Maine State Housing Authority, Official Statements (Mortgage Bonds—1972 Series A, through 1985 Series A, twenty-six total issues).

"Maine Housing"; Newsletter

For price and availability, contact the Authority.

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. For extensive financial data, see The Maine State Housing Authority Annual Report which contains the Authority's audited statement based on the calendar year.

MAINE HUMAN RIGHTS COMMISSION

NORMAN L. FOURNIER, CHAIRPERSON
PATRICIA E. RYAN, Executive Director

Central Office: Hallowell Annex *Telephone:* 289-2326
Mail Address: Statehouse Sta. #51, Augusta, Maine 04333
Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 345, *Citation:* 5 M.R.S.A., Sect. 4561
Average Count—All Positions: 13 *Legislative Count:* 6

PURPOSE: The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine by keeping in review all practices infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and by preventing discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical or mental handicap, religion, ancestry or national origin, and relative to employment discrimination on account of age; and relative to housing discrimination on account of source of income and children; and relative to the extension of credit, on account of age, race, color, sex, marital status, ancestry, religious creed or national origin.

The Commission is authorized to investigate all conditions and practices within the State which allegedly detract from the enjoyment, by each inhabitant of the State, of full human rights and personal dignity; to investigate all forms of invidious discrimination, whether carried out legally or illegally, and whether by public agencies or private persons, and to recommend measures calculated to promote full enjoyment of human rights and personal dignity. In carrying out these duties, the Commission has the power to maintain offices, hold meetings, hire staff, hold hearings, make rules and regulations, utilize voluntary services of individuals and organizations, create advisory agencies or councils, require posting of notices and to issue publications and reports.

ORGANIZATION: The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor, for terms of five years. The Governor designates, the chairperson of the Commission from among its members. The Commission appoints a full-time executive director and other personnel as deemed necessary.

PROGRAM:

Discrimination Complaints. During fiscal year 84-85, 455 new complaints were filed with the Maine Human Rights Commission. In addition, 292 complaints were carried over from the previous fiscal year. During fiscal year '85, the Commission closed 475 cases, leaving a total of 272 cases active at year end.

Of the 475 cases closed by the Commission, 134 resulted in pre-determinations. Of these determinations, 24 were reasonable grounds findings and 198 were no reasonable grounds findings. Due to efforts to resolve cases prior to a finding, complainants received over $277,595.00 in dollar benefits.

Affirmative Action. The Commission has placed great emphasis on its voluntary compliance program and has provided assistance to numerous agencies, organizations, and businesses, both public and private. The Commission reviewed numerous Affirmative Action plans during fiscal year '85 for employers in Maine.

Litigation. The Commission is represented by the Attorney General of the State of Maine and by the Commission's Counsel for cases against private sector Respondents. The Commission's Counsel represents the Commission against public sector Respondents. Six cases were referred for litigation and three were filed in Superior Court during fiscal year 84-85.

Public Education and Information. The Commission's Speakers Bureau continues to function in filling requests for speakers from citizens groups who wish to know more about discrimination law in order to voluntarily comply with the law or to exercise their rights under the law.

Commission staff has conducted training programs in the area of affirmative action and has conducted workshops and seminars for various public and private agencies, businesses, and organizations. Handbooks and guides for employers, employees, and real estate brokers have been developed.

Agency Rulemaking. During the last fiscal year, the Maine Human Rights Commission and the Commissioner of the Department of Educational and Cultural Services jointly adopted both substantive and procedural rules for enforcement of the sex equity provisions in the Human Rights Act.

The Commission also adopted rules, amending its employment regulations, defining physical and mental handicap.

Interagency Cooperation. The Commission continues to work with such federal agencies as the Equal Employment Opportunity Commission, the Department of Housing and Urban Development, and the Office of Federal Contracts & Compliance in order to assure that the human rights of all citizens receive fullest protection of the law. In addition, the Commission has worked closely and cooperatively with the State's affirmative action officer, and affirmative action officers throughout State government, Commissioners of major departments of State government, as well as the Maine Chamber of Commerce & Industry, the Maine Teachers Association, Maine Association of Handicapped Persons, and the Maine Commission for Women.

PUBLICATIONS:

Procedural Regulations
Employment Regulations
Employment Poster
Pre-Employment Inquiry Brochure
Fact-Finding Conference Brochure
Housing Poster
Fair Housing Brochure
Child Discrimination Law & Registration Packet
Pregnancy Brochure
Sexual Harassment Brochure
Equal Educational Opportunity
Equal Educational Opportunity Procedural Rule

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	233,688	143,960			89,708	
Health Benefits	12,202	7,678			4,524	
Retirement	38,975	24,018			14,957	
Other Fringe Benefits	1,050	638			412	
Other Contractual Service	71,440	43,957			27,483	
Rents	53	53				
Commodities	4,820	4,820				
Equipment	2,505	2,505				
Transfers to Other Funds	8,615				8,615	
TOTAL EXPENDITURES	373,328	227,629			145,699	

DEPARTMENT OF HUMAN SERVICES

MICHAEL R. PETIT, COMMISSIONER

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2736
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 1,831 *Legislative Count:* 619

Organizational Units:

Bureau of Health
Bureau of Rehabilitation
Bureau of Income Maintenance
Bureau of Social Services
Bureau of Maine's Elderly
Bureau of Medical Services
Office of Administration
Office of Public Affairs and Communications
Division of Legal Services
Office of Alcohol and Drug Abuse Prevention
Office of Administrative Hearings

PURPOSE: To protect and preserve the health and welfare of Maine citizens. This is accomplished by administering programs and providing services established by Federal and State laws. The Department directs a wide-ranging system of programs in social and rehabilitation services, income maintenance, public health and medical services in order to accomplish its mission.

ORGANIZATION: The Department of Health and Welfare originated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. The Board was replaced in 1917 by the Department of Health, under the direction of a Commissioner of Health, and a new Public Health Council. Social welfare functions of the present Department originated in 1913 with the creation of the State Board of Charities and Corrections, consisting of five members appointed by the Governor to supervise the State's system of charity and correctional institutions. This Board was redesignated Department of Public Welfare in 1927 with the Board members becoming Commissioners of the Department of Public Welfare.

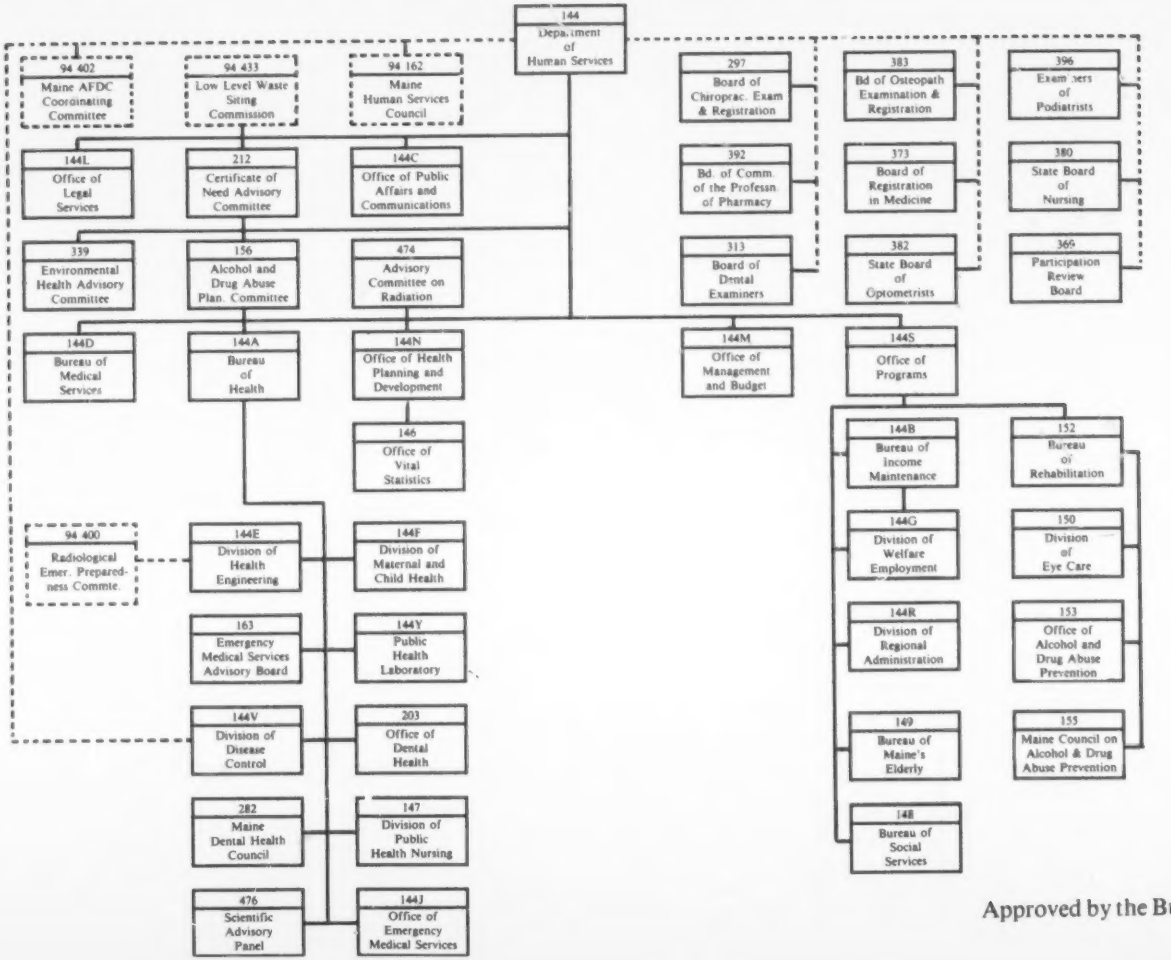
In a major reorganization of State Government in 1931, the Department of Health and the Public Health Council were abolished and their duties assumed by a new Bureau of Health; the Department of Public Welfare was abolished and its public welfare and correctional institution duties divided between new Bureaus of Social Welfare and Institutional Service; the whole incorporated into a new Department of Health and Welfare under the direction of the Commissioner of Health and Welfare with the assistance of an Advisory Committee of Health and Welfare. Also at this time, the nucleus of the Department's Office of Administration was formed. Among other organizational changes, the Division of Research and Vital Records, successor to the original Registrar of Vital Statistics dating back to 1891, has been moved to the Bureau of Medical Services. In 1939, the Bureau of Institutional Services was separated from the Department to become the Department of Institutional Service, forerunner of the Department of Mental Health and Mental Retardation and Department of Corrections.

Since 1931 there have been gradual changes in the department's structure, including a name change to Department of Human Services in 1975. There are now two Deputy Commissioner level offices, six bureaus, as well as five regional offices, each having at least two field offices. In addition, the Commissioner has assigned to his office a Legal Services Division, an Office of Public Affairs and Communications, and an Office of Alcohol and Drug Abuse Prevention.

One Deputy Commissioner is in charge of the Bureaus of Health, Rehabilitation, Social Services, Income Maintenance, Medical Services, and Maine's Elderly. The other Deputy Commissioner is responsible for the Department's overall administration, including the Staff Education and Training Unit, the Division of Regional Administration, the Division of Personnel, Division of Audits, Division of Data Processing, and the Employee Assistance Program.

Title 22 M.R.S.A. §1 establishes that the Department of Human Services shall be under the control and supervision of a Commissioner of Human Services who shall be appointed by

ORGANIZATIONAL CHART
DEPARTMENT OF HUMAN SERVICES
UMB 10



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF HUMAN SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	40,224,735	16,227,606	1,489,745		22,507,384	
Health Benefits	2,294,778	896,764	75,962		1,322,052	
Retirement	6,242,633	2,503,454	226,710		3,512,469	
Other Fringe Benefits	209,753	74,563	5,680		129,510	
Computer Services—Comm.	683	—12			695	
Computer Services—State	2,726,454	1,127,032	82,842		1,516,580	
Other Contractual Service	12,930,799	6,125,792	721,681		6,083,326	
Rents	2,361,572	1,048,487	59,789		1,253,296	
Commodities	796,039	320,843	42,596		432,600	
Grants—Subsidies—Pensions	391,491,493	127,847,079	15,729,227		247,915,187	
Buildings and Improvement	1,265		1,265			
Equipment	474,998	149,688	107,144		218,166	
Interest—Debt Retirement	55	23			32	
Transfers to Other Funds	604,035	153	42,871		561,011	
TOTAL EXPENDITURES	460,359,292	156,321,472	18,585,512		285,452,308	

the Governor, subject to review by the Joint Standing Committee on Human Resources and to confirmation by the Legislature, and shall serve at the pleasure of the Governor. The Commissioner is responsible for administering the Department which has the responsibility to protect and preserve the health and welfare of Maine citizens through planning, authorization, administration and audit of programs established by law and/or administrative fiat and assigned to the Department by the Maine Legislature, the Governor and other various federal agencies with which the department has contracts for services.

Office of Public Affairs and Communications: The function of the Office of Public Affairs and Communications is to maintain regular contact with the press, radio and television media, consumer groups, other agencies and community associations; to produce informational pamphlets explaining departmental services or educational programs in the field of health care and social services; to advise program managers on communication methods best suited to promote their programs; to develop departmental information programs for employees including publication of department wide newsletter as well as client and agency directed magazines; to prepare departmental information for legislative issues at both the local, state and national level; to maintain a liaison to monitoring legislation affecting the department; and to maintain audio-visual equipment inventories for departmental wide use.

Office of Legal Affairs: The primary function of the Office of Legal Affairs is to provide legal services to the Department and represent the department in all court proceedings. The attorneys assigned to the Department are under the supervision of the Office of the State's Attorney General. The functions of legal services also include writing legal opinions; representing the department in child custody and adult guardianship actions; representing the department in administrative hearings dealing with the enforcement of departmental licensing standards; representing the department in support actions; drafting departmental legislation and approving to form all contracts, leases and other documents.

Office of Alcohol and Drug Abuse Prevention: The primary function of this office is to develop and implement strategies to prevent alcohol and drug abuse in the State of Maine.

PUBLICATIONS:

America's Children — Powerless and in Need of Powerful Friends, Children's Deaths in Maine.

Newsquarter, a quarterly report.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ALCOHOL AND DRUG ABUSE PLANNING COMMITTEE

MICHAEL PETIT, COMMISSIONER OF DHS, CHAIRMAN
AL ANDERSON, PH.D., STAFF DIRECTOR

Central Office: DHS, State House Station #11 *Telephone:* 289-2595
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 156; *Citation:* 22 M.R.S.A., Sect. 7131

PURPOSE: The Alcohol and Drug Abuse Planning Committee (ADPC) was established by the 111th Maine Legislature to improve the scope and quality of planning for alcohol and drug abuse services, to balance the interests of different client groups and departmental programs, and to establish a source of firm leadership and coordinated decision-making.

ORGANIZATION: The Alcohol and Drug Abuse Planning Committee (ADPC) is comprised of the Commissioners of the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation. The Commissioner of the Depart-

ment of Human Services was appointed chairman of the ADPC. The ADPC is staffed by a director and small planning staff who are responsible for the planning, monitoring, evaluation, and coordination of Maine's alcohol and drug abuse service system.

PROGRAM: P.L. 1983, c. 464* created the Alcohol and Drug Abuse Planning Committee and established the following mandated responsibilities:

1. **Coordination** of all alcohol and drug abuse prevention, education, treatment, and research activities in the State; and liaison among the branches of State Government and their agencies.
2. **Supervision** of the planning of alcohol and drug abuse services by the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation; and preparation and submission of the following documents to the Legislature:
   A. An annual report containing an evaluation of the past year's progress toward obtaining established goals and objectives and recommended allocations from the Prevention, Education, Treatment and Research Fund for the coming fiscal year.
   B. A biennial comprehensive State alcohol and drug abuse service plan.
   C. By January 15, 1987, and every fourth year thereafter, an assessment of the costs related to alcohol and drug abuse in the State and an analysis of the service needs.
3. **Establishment** of uniform data standards to be used by all alcohol and drug abuse programs receiving State funds and the collection/analysis of the information collected.
4. **Development** of recommendations to the branches of State Government regarding alcohol and drug abuse activities, policies, and priorities.
5. **Review** of all proposed legislation, activities, plans, policies, and administrative functions of other State agencies relating to alcohol and drug abuse.

The ADPC completed the following Alcoholism Prevention, Education, Treatment and Research Fund reports/documents in FY 85.

1. A Framework for Identifying and Recording Direct Service Needs/Priorities in Maine's Alcohol Prevention and Treatment System for FY 86 and FY 87 (7/30/84)
2. Alcoholism Program Service Needs and Priorities Identified Through the Regional Needs Assessment Workshops (10/84)
3. FY 85 Progress Report (6 month: 6/1/84-12/31/84)
4. Alcoholism Prevention, Education, Treatment and Research Fund Plan and Priorities: FY 86 and FY 87 (12/84)
5. Priority Packages for FY 86/87 (Group II Priorities) (4/25/85)

The *Framework for Identifying and Recording Direct Service Needs/Priorities Document* was designed to provide the basis for the planning and evaluation requirements of the ADPC. The focus was upon the use of common system terminology (e.g., service/program characteristics and client populations) and methods for recording projected/actual outcomes (e.g. target population(s), number of clients to be served and costs).

The Framework was used by local groups (service providers, consumers, and interested citizens) to identify and prioritize Regional service needs. The Framework design served as the basis of the format used for the FY 85 Progress Report and the FY 86/87 Plan and Priorities. Thus, the basis of the mandated biennial planning cycle (including periodic needs assessment, statements of service goals, allocation plans, and performance measure) has been designed and implemented.

P.L. 1983, c. 464, also expanded the membership and role of the Maine Council on Alcohol and Drug Abuse Prevention and Treatment. Working with the ADPC, the Council completed evaluations of the alcoholism service programs in selected county jails and an assessment of the system's response to the treatment/service needs of an adolescent.

*P.L. 1983, c. 464, "AN ACT to Provide for the Development of a Centralized Coordinated Planning and Evaluation Process for State Alcohol and Drug Abuse Activities."

PUBLICATIONS:

1. A Framework for Identifying and Recording Direct Service Needs/Priorities in Maine's Alcohol Prevention and Treatment System for FY 86 and FY 87 (7/30/84) (free)
2. Alcoholism Program Service Needs and Priorities Identified Through the Regional Needs Assessment Workshops (10/84) (free)
3. FY 85 Progress Report (6 month: 6/1/84-12/31/84) (free)
4. Alcoholism Prevention, Education, Treatment and Research Fund Plan and Priorities: FY 86 and FY 87 (12/84) (free)

5. Priority Packages for FY 86/87 (Group II Priorities) (4/25/85) (free)
6. Alcoholism Prevention, Education, Treatment and Research Fund: Plan for Fiscal Year 1985 (free)
7. Alcoholism Prevention, Education, Treatment and Research Fund: Final Report—Fiscal Year 1983 (free)
8. Alcoholism Prevention, Education, Treatment and Research Fund: Progress Report (July 1, 1983)-December 31, 1983) (free)
9. The Alcohol and Drug Abuse Planning Committee (ADPC) Responses to Comments Generated Through the Public Hearing Process (February 1984) (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ALCOHOL AND DRUG ABUSE PLANNING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	84,962	15,712	29,664		39,586	
Health Benefits	4,465	575	1,546		2,344	
Retirement	14,734	2,439	6,102		6,193	
Other Fringe Benefits	410	91	140		179	
Other Contractual Service	32,821	8,474	14,676		9,671	
Rents	6,375	1,005	1,170		4,200	
Commodities	719	273	318		128	
Transfers to Other Funds	1,189		543		646	
TOTAL EXPENDITURES	145,675	28,569	54,159		62,947	

MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT

REPRESENTATIVE ALFRED L. BRODEUR, ACTING CHAIRMAN

Central Office: 9 Green Street, Augusta *Telephone:* 289-2595
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 155; *Citation:* 22 M.R.S.A., Sect. 7107
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment, solely advisory in nature, was established to advise, consult and assist State Government officials and agencies on activities related to drug abuse prevention and treatment, including alcoholism.

ORGANIZATION: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment was created by the 1973 Alcoholism and Drug Abuse Act. Legislation (P.L. 1983, c. 464) was enacted during Fiscal Year 1984, which expanded and strengthened the role of the Council by: (1) including representatives of community agencies served by the Departments of Corrections, Educational and Cultural Services, Human Services, and Mental Health and Mental Retardation, and (2) reinforcing the responsibility of the Council in the planning process through its direct access to the Governor and the newly established Alcohol and Drug Abuse Planning Committee (ADPC).

The Council is comprised of 25 members selected from the fields of corrections, education, health, law, law enforcement, manpower, medicine, mental health, mental retardation, science, social sciences, and related areas. Membership includes representatives of nongovern-

ment organizations or groups and of public agencies concerned with prevention and treatment of alcoholism, alcohol abuse, drug abuse, and drug dependence. At least 2 members of the Council must be current members of the Legislature, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure. Two of the private citizen members shall be between the ages of 16 and 21. At least 6 members are persons affected by or recovered from alcoholism, chronic intoxication, drug abuse, or drug dependence. At least 4 members shal be officials of public or private nonprofit community level agencies who are actively engaged in drug abuse prevention or treatment in public or private nonprofit community agencies or members of the regional alcohol and drug abuse councils located throughout the State. One of the private citizen members shall be the President of the National Council on Alcoholism in this State. Membership also includes at least 2 representatives from each of the following fields: public education, mental health and mental retardation, corrections and criminal justice. and social sciences. Members shall be appointed for a term of 3 years, and cannot be reappointed for more than one consecutive term.

The Governor designates the chairman from among the members appointed to the Council. The Council may elect such other officers from its members as it deems appropriate.

PROGRAM: The Council reviewed and commented on the Alcoholism Prevention, Education, Treatment and Research Fund Plan for the Fiscal Year 86/87. In addition, it established the following four working committees. The *Corrections* Committee has produced evaluations of two county jail programs. The *Adolescent* Committee conducted a case study of an adolescent alcohol/drug abuser. The *Council Direction* Committee has worked closely with the Alcohol and Drug Abuse Planning Committee staff regarding the development of a comprehensive framework for planning and identifying/prioritizing direct service needs in Maine's Alcohol Prevention and Treatment System. In June 1984, the Council established The Higher Education Committee to focus on the service needs of post-secondary students (College/University and Vocational Technicial Institutes).

FINANCES, FISCAL YEAR 1985: 22 MRSA, Sect. 7107 provides that expenditures of this unit, shall be borne by the Alcohol and Drug Abuse Planning Committee and are, therefore, included in its financial display.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

NEIL E. MINER, DIRECTOR

Central Office: 235 State St., Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 153; *Citation:* 22 M.R.S.A., Sect. 7104
Average Count—All Positions: 20 *Legislative Count:* 20

PURPOSE: The Office of Alcoholism and Drug Abuse Prevention (OADAP), as the organizational unit of the Department of Human Services designated to administer the Federal Drug Abuse Office and Treatment Act of 1972 and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, is empowered to administer federal funds under these Acts and under Section 1912 of Title XIX of the Public Health Services Act, and is responsible for design, implementation and improvement of all Department of Human Services' alcohol and drug abuse services.

ORGANIZATION: The Office of Alcoholism and Drug Abuse Prevention was created by P.L. 1973, c. 566 to assume the responsibilities of the former Maine Commission on Drug Abuse,

and the Department of Human Services Division of Alcoholism Services. P.L. 1983, c. 464 has amended the statute and created significant reorganization of the Office. The Office is no longer a part of the Bureau of Rehabilitation; it is currently a unit of the Office of the Deputy Commissioner.

PROGRAM: The Office of Alcoholism and Drug Abuse Prevention is responsible for planning, coordinating, monitoring, and improving the Department's alcohol and drug abuse service system.

The Office serves as the Department's primary liaison with other Departments, the Legislature, citizens' groups, and service providers on issues pertaining to substance abuse; it determines the allocation of the Department's human and fiscal resources for substance abuse services; it develops and monitors the implementation of the Department's annual substance abuse plans. The Office analyzes and develops policy for the Department pertaining to substance abuse; it conducts and contracts for applied research studies; it develops funding initiatives to develop new, expanded, and improved services within the system. It is responsible for licensing and certifying treatment facilities and Driver Education Evaluation Program private practitioners; it contracts for a variety of training programs.

A list of substance abuse operations and the responsible unit of the Department are provided as a reference:

Interdepartmental Coordination—Alcohol and Drug Abuse Planning Committee
Maine State Employee Assistance Program—Office of Management and Budget
Community Service Contracts—Division of Purchased and Support Services
Maine Alcohol and Drug Abuse Clearinghouse—Division of Health Education
Driver Education Evaluation Program—Bureau of Rehabilitation
Maine Council on Alcohol and Drug Abuse Prevention and Treatment—Alcohol and Drug Abuse Planning Committee

LICENSES, PERMITS, ETC.

License
Substance Abuse treatment facilities
Certificate of Approval
Outpatient Substance Abuse treatment facilities
Driver Education Evaluation Program Private Practitioner

PUBLICATIONS:

1. *Maine State Alcohol and Other Drug Abuse Primary Prevention Recommendations, Final Report;* Interdepartmental Prevention Work Group; 1984; available free upon request.
2. *Alcohol and Drug Abuse Services in the State of Maine;* current service directory available free upon request.
3. A Report on: An Act to Reform the Statutes Relating to Driving Under the Influence of Intoxicating Liquor or Drugs; annual reports for 1982, 1983, 1984; available free upon request.
4. *Drinking and Driving in Maine 1983;* 6-month interim report; available free upon request.
5. Annual applications, utilization reports, and independent audit reports on the substance abuse portion of the Federal Alcohol, Drug Abuse, and Mental Health Block Grant are available for review at the Office upon request.
6. *Marijuana in Maine—The Social, Legal and Medical Issues;* April 1977; available free upon request.
7. *An Evaluation of the Decriminalization of Marijuana in Maine;* 1978; available free upon request.
8. *The Decriminalization of Marijuana and the Maine Criminal Justice System—A Time/Cost Analysis-1979;* available free upon request.
9. *Report of the Policy Review Committee on Residential Alcoholism Rehabilitation and Related Treatment;* available free upon request.
10. *Alcohol Advertising in the Media: A Position;* available free upon request.

Note: The Maine Alcohol and Drug Abuse Clearinghouse is the Department's public information office for substance abuse and may be contacted directly for numerous additional publications.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	624,031	118,978	234,975		270,078	
Health Benefits	34,311	5,393	14,988		13,930	
Retirement	97,905	18,421	36,985		42,499	
Other Fringe Benefits	2,901	595	1,081		1,225	
Computer Services--State	37					37
Other Contractual Service	384,042	41,913	185,098		157,031	
Rents	28,147	1,984	19,318		6,845	
Commodities	15,541	1,155	7,337		7,049	
Grants—Subsidies—Pensions	5,042,457	2,270,734	1,674,826		1,096,897	
Equipment	8,106		8,106			
Transfers to Other Funds	10,432		5,238		5,194	
TOTAL EXPENDITURES	6,247,910	2,459,173	2,187,952		1,600,785	

CERTIFICATE OF NEED ADVISORY COMMITTEE

JAMES CLOUTIER, CHAIRMAN

Central Office: 151 Capitol St., Augusta *Telephone:* 289-2716
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: January 1, 1983 *Sunset Review Required by:* Not Required
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 212; *Citation:* 22 M.R.S.A. §307(2-A)
Average Count—All Positions: 0 *Legislative Count:* 0
Included in Office of Health Planning and Development Totals.

PURPOSE: The Certificate of Need (CON) Advisory Committee was established by the cited statute for the purpose of participating with the Department of Human Services in the public hearing process available at the request of persons directly affected by the review of proposed new health services being conducted by the Bureau of Health Planning and Development.

The Committee evaluates written reports and oral testimony concerning proposals undergoing CON review, from Department staff, applicants and interested or affected persons, questioning participants in the process. Following a public hearing on the matter, the Committee discusses the information obtained, prepares and votes upon a recommendation to be forwarded to the Commissioner of Human Services, concerning whether or not the Commissioner should grant a Certificate of Need permitting implementation of the proposed new health service and/or capital expenditure.

ORGANIZATION: The Committee consists of ten members, nine of whom are appointed by the Governor as representatives of health care provider groups (four members) and public consumers of health care (five members). Ultimately, the nine appointees will serve four-year terms, except that for the first committee assembled, members representing specific groups will serve the following terms:

Provider Representatives		*Public Representatives*	
(1) Hospitals:	4 yrs.	(2) Consumers:	4 yrs.
(1) Nursing Homes:	3 yrs.	(1) Consumers:	3 yrs.
(1) Third-Party Payers:	2 yrs.	(1) Consumers:	2 yrs.
(1) Physicians:	1 yr.	(1) Consumers:	1 yr.

The incumbent physician provider representative and the consumer representative initially allotted one-year terms have been reappointed to serve full, four-year terms.

The incumbent consumer and third-party payer representatives initially appointed to two-year terms have been re-appointed for full four-year terms. Effective August 31, 1984, the Governor appointed one of the public (consumer) members to serve as Chairman of the Committee for a period of one year. The Chairperson has voting privileges.

The Commissioner of the Department of Human Services has appointed Gordon Browne, Director of the Bureau of Medical Services, to serve as his ex officio, non-voting designee.

PROGRAM:

ACTIVITY

During the period July 1, 1984 through June 30, 1985, there was only one request for a public hearing, which was conducted by the Committee in June, 1985 and concerned the proposed purchase of fourteen nursing homes by a nation-wide health care corporation. A formal recommendation will be voted upon by the Committee at its July deliberative session.

The Committee reviewed procedural and priority guidelines prepared by the Department of Human Services' Office of Health Planning and Development, pertaining to new regulations governing the Certificate of Need review process for hospital capital expenditure or health service proposals. Following promulgation of the Department's regulations in October, 1984, twenty-two hospital applications were filed for placement in the competitive review cycle commencing March 1, 1985. If the hospital sponsors or other registered, directly affected persons request public hearings on these hospital proposals, the Committee sessions will be scheduled after the beginning of the next fiscal year (July 1, 1985).

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION

JOHN D. REEDER, PRESIDENT
PAUL BASKO, D.C., Secretary

Central Office: 51 Main St., Springvale *Telephone:* 324-6010
Mail Address: 51 Main Street, Springvale, Maine 04083
Established: 1923 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 297; *Citation:* 32 M.R.S.A., Sect. 501
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Chiropractic Examination and Registration was established to protect the public through regulation of the practice of chiropractic in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants for a certificate of licensure to practice chiropractic in the State, upon payment of specified fees; to renew all certificates annually, upon payment of specified fee and presentation of evidence that the applicant has attended one of two educational programs conducted and supervised by the Board in the preceding year; to investigate all complaints and all cases of non-compliance with the law relating to the registration of doctors of chiropractic and to bring such cases to the notice of the proper prosecuting officer; to make and adopt such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary; and to hold regular meetings at least twice a year for the purpose of considering applications, examining applicants and conducting other business.

ORGANIZATION: The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor, for terms of five years. During FY

76, a sixth member representing the public was added to the board. Each member must be a graduate of a legally chartered chiropractic school, college or university having the power to confer degrees in chiropractic, and must have been at the time of appointment engaged in active practice for a period of at least three years in the State. The Board annually elects one of its members as chairman and one as secretary and treasurer.

PROGRAM: During FY 85, 35 persons took the Board of Chiropractic Examination; 25 passed and were licensed. No licenses were awarded by reciprocity. Two applications were rejected for insufficient educational credits. Four Board meetings were held to transact the business of the Board. Two meetings were held prior to examinations for consideration of applications to take the Board exam; two were held in conjunction with the educational seminars to review license renewals and consider peer review to ensure quality continuing education and adherence to Maine law; two educational seminars sponsored by the Board were held on Oct. 24-27 in Rockport, Maine, and April 26-28 in Portland, Maine.

A delegate of the board attended seminars conducted by the Federation of Chiropractic Licensing Boards in New Orleans, Louisiana, in February, 1985 for the purpose of improving examining procedures.

LICENSES, PERMITS, ETC.

License:

To practice chiropractic in Maine

PUBLICATIONS:

"Laws and Rules and Regulations Governing the Practice of Chiropractic"—No charge.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,575		1,575			
Other Contractual Service	12,633		12,633			
Commodities	16		16			
Transfers to Other Funds	1,122		1,122			
TOTAL EXPENDITURES	15,346		15,346			

MAINE DENTAL HEALTH COUNCIL

CHARLES E. TERRIO, DMD, CHAIRPERSON

Central Office: Whitten Road, Augusta *Telephone:* 289-2361
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 282; *Citation:* 22 M.R.S.A., Sect. 2096
Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The mission of the Maine Dental Health Council is to advise, consult and assist the Executive and Legislative Branches of the State Government on activities of State Government related to dental health. The Council is solely advisory in nature, and may make recommendations regarding any function intended to improve the quality of such dental health. The

Council must be consulted by the Commissioner of Human Services prior to the appointment or removal of the director. Another duty is to serve as an advocate on behalf of dental health, promoting and assisting activities designed to meet the problems of dental health at the State and community levels. The Council serves as an ombudsman on behalf of individual citizens as a class in matters relating to such dental health under the jurisdiction of State Government. Furthermore the Council assists the director in reviewing and evaluating State and Federal policies regarding dental health programs and other activities affecting people, conducted or assisted by any State department or agency. Lastly the Council provides public forums, including the conduct of public hearings, sponsorship of conferences, workshops and other such meetings to obtain information about, discuss and publicize the needs of and solutions to dental health problems.

ORGANIZATION: The Council consists of 9 members appointed by the commissioner, for terms of 3 years. Any vacancy in the Council does not affect its powers, but must be filled in the same manner in which the original appointment was made. Members are eligible for reappointment for not more than one full consecutive term and may serve after the expiration of their term until their successors have been appointed, qualified and taken office.

An official employee, consultant or any other individual employed, retained or otherwise compensated by or representative of the Executive Branch of Maine State Government can not be a member of the Council; but can assist the Council if so requested. Membership includes 4 dental health personnel, including one hygienist and one dentist or other professional staff employed full time by a private nonprofit dental clinic program and 2 dentists employed in private practice, one of whom is appointed from a list of at least 3 submitted by the Maine Dental Association and 5 interested citizens representing a balance of diverse social economic groups and geographic locations, who are not employed in the dental health or medical care professions, or members of the immediate family or any person employed as a dental health or other medical care professional.

The State Board of Dental Examiners serves as a Technical Advisory Committee to the Council and the director on matters relating to dental care standards. Furthermore, the director of the Office of Dental Health or his/her representative must attend all meetings of the Council. The Council elects the chairperson and such other officers from its members as it deems appropriate.

PROGRAM: The Maine Dental Health Council met monthly during fiscal 1985. The Dental Health Program Plan, adopted by the State Health Coordinating Committee as part of the State Health Plan, serves to guide Council activity. Council members served to advise the Office of Dental Health in several major program areas: school dental health education, dental needs of long term care facility residents, community and school fluoridation, worksite dental health education, and dental manpower. Additionally, the Council served to review and determine funding for applicants to the Mini Grants Program administered by the Office. Mini Grants were awarded by the Council for the following project: Dental Sealant Application Project (Portland).

Currently, the Council is actively involved in promoting the expansion of prevention and education efforts, particularly fluoridation, school dental health education, and school nutrition. During 1985, the Council published a study of institutional dental services in Maine. The Council annually recognizes outstanding efforts to promote dental health through the Maine Community Preventive Dentistry Award. The 1985 Award was presented to Ellen Glidden, MPH, Assistant Professor at Westbrook College, Dental Hygiene Department for the project entitled " Sealant Acceptance: A Program to Increase Utilization."

PUBLICATIONS: Maine Dental Health Plan, Dental Needs Study Report; Dental Services in Maine Institutions: Current Status and Recommendations.

FINANCES, FISCAL YEAR 1985: 22 MRSA Sect 2098 provides that expenditures of this unit shall be borne by the Office of Dental Health, and are, therefore, included in the display of the Bureau of Health.

BOARD OF DENTAL EXAMINERS

GEORGE A. FAULKNER, JR., D.M.D., PRESIDENT
MR. PHILIP K. HARGESHEIMER, VICE-PRESIDENT
WALTER W. CRITES, D.M.D., Secretary-Treasurer

Central Office: 100 Stony Ridge, Auburn *Telephone:* 782-8859
Mail Address: 100 Stony Ridge, Auburn, Maine 04210
Established: 1891 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 313; *Citation:* 32 M.R.S.A., Sect. 1071
Average Count—All Positions: 1 *Legislative Count:* 0

PURPOSE: The Board of Dental Examiners was established to protect the lives and health of the people of the State of Maine through regulation of the practice of dentistry so as to maintain high professional standards. The primary responsibilities of the Board are to examine and license qualified applicants for a certificate to practice dentistry, dental hygiene, or denture technology in Maine; upon payment of specified fees to register dentists biannually, and dental hygienists and denture technologists annually who are practicing in the State; to furnish annually to the Secretary of State a list of persons to whom certificates have been granted during the year; to make such rules, not contrary to the law, as the Board deems necessary for the performance of its duties; to investigate all complaints and all cases of noncompliance with or violations of the provisions of laws relating to dentists and to institute or cause to be instituted appropriate proceedings in connection therewith; and to affiliate with the American Association of Dental Examiners as an active member.

ORGANIZATION: The Board of Dental Examiners, originally established in 1891 as the Board of Examiners for Dentists, consists of five members of the dental profession, a consumer for a term of five years and a dental hygienist appointed by the Governor for a term of four years. Dentist members must be graduates of a reputable dental college and have been in the practice of dentistry in Maine for at least ten years immediately preceding the appointment. The Board, at its annual meeting, elects from its members a president, vice-president and a secretary-treasurer. To practice dentistry, it uses the results of the National Board exam and the Northeast Regional Board exam.

PROGRAM: The Board of Dental Examiners met at least monthly in Auburn with lengthy agendas. Agenda items included: interviews for licensure; Consumer complaints, dentist complaints; advertising; discussions of complaints with recommendations to the Department of the Attorney General for prosecution in Administrative Court or investigation by that department; and informal hearings with dentists, consumers and their attorneys.

To this date (June 25, 1985) in this fiscal year, 63 dentists were newly licensed. A total of 946 currently registered. 52 Hygienists were newly licensed. A total of 709 currently registered. No denture technologists were licensed or registered. Dental Radiographers—155 currently registered.

LICENSES, PERMITS, ETC.

Certificate of Ability to practice:
- Dentists
- Dental Hygienists
- Denture Technologists
- Dental Radiographers

PUBLICATIONS:

Directory, 1983—Dentists & Dental Hygienists. Fee $5.

FINANCES, FISCAL YEAR 1985. The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF DENTAL EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,050		4,050			
Other Contractual Service	32,944		32,944			
Rents	1,470		1,470			
Commodities	942		942			
Transfers to Other Funds	334		334			
TOTAL EXPENDITURES	39,740		39,740			

OFFICE OF DENTAL HEALTH

DEBORAH A. DEATRICK, DIRECTOR

Central Office: Whitten Rd., Augusta *Telephone:* 289-2361 and 289-3121
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 203; *Citation:* 22 M.R.S.A., Sect. 2094
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The purpose of the Office of Dental Health is to establish, with the advice of the Maine Dental Health Council and subject to the direction of the commissioner, the overall planning, policy, objectives and priorities for all functions and activities relating to dental health, which are conducted by or supported by the State of Maine. Furthermore the Office has the objectives of reducing dental disease in Maine residents to a minimal and acceptable level and of improving and expanding dental health services in Maine. The Office serves as the State's primary administrative, coordinating and planning unit for carrying out the following duties: to develop a comprehensive, state-wide plan biennially, in cooperation with other state-wide health planning organizations, when deemed appropriate; to conduct ongoing review of all possible sources of funding, public and private, for improving dental health and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to Federal, State, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs.

The Office also conducts studies and develops primary data for the purposes of documenting specific dental problems in the State; provides consultation and program information to the health profession, health professional education institutions and volunteer agencies; conducts annual reviews of the statutes and guidelines governing use of dental auxiliaries, dentists and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health; and coordinates all efforts to improve dental health which are in part or wholly supported by State funds. The Office also has the responsibility to administer funds in accordance with the interest and objectives of the law or within any limitations which may apply from the sources of such funds. The commissioner has the power to receive for the Office all funds granted by any private, Federal, State, county, local or other source. Lastly, the Office must annually prepare a detailed report that must be submitted by the department. By law the report must include a state-wide dental plan and describe the implementation of the responsibilities of the Office as described in the statutes. The report will be submitted to the Governor and Legislature.

ORGANIZATION: A statutory component of the Department of Human Services, the Office is administered by a director, who is appointed by the commissioner, only after consultation

with the Council. The director serves in the unclassified service; serving at the pleasure of the commissioner, and subject to removal by the commissioner after consultation with the Council. Any vacancy will be filled by appointment as above. The director serves on a full-time basis and must be a person qualified by training and experience to carry out the type of responsibilities described in the "purpose" section. The director assumes and discharges all responsibilities vested in the Office. He/She may employ, subject to the Personnel Law and within the limits of available funds, competent professional personnel and other staff necessary to carry out the mission of the Office. The director prescribes the duties of staff and assigns a sufficient number of staff to the Office to achieve its powers and duties.

PROGRAM: During fiscal 1985, the Office of Dental Health primarily conducted and administered dental disease prevention programs. The Dental Health Program Plan accepted by the State Health Coordinating Council as part of the State Health Plan in 1982, and the annual Office Work Program served to guide activities undertaken by the office.

The School Dental Health Education Program, administered by the Office was substantially expanded during 1985. A State legislative appropriation provided funds for dental health education materials to over 60,000 Maine children in 283 schools across the State. Additional funds for this program are provided by the Division of Child Health, Maine Department of Human Services. The Mini Grants Program was established to provide seed money to small innovative prevention and education projects related to dental health.

The Office continued to administer a Statewide community and rural school Fluoridation Program funded by the Preventive Health Services Block Grant. The purpose of the grant is to increase the number of people in Maine who receive optimally fluoridated drinking water. A new program, the Well Child Clinic Preventive Dental Program, was established in conjunction with the Divisions of Public Health Nursing and Maternal and Child Health within the Bureau of Health. Fluoride supplements, toothbrushes, and dental health education materials were provided to approximately 1,300 eligible children, ages birth through 5.

Additionally, the Office assisted with activities undertaken by the State Nutrition Education and Training Program in the Department of Educational and Cultural Services.

Currently, the Office is working to expand School Dental Health Education, Preschool Dental Health Education, and Fluoridation Programs. Adult dental education projects particularly geared to residents of long term care facilities, health care providers, and adults in occupational settings, have been continued in the past year. Other areas of involvement include health manpower and increased access to dental services, especially for elderly and institutionalized populations.

The Maine Dental Health Council has assisted Office efforts over the past year.

PUBLICATIONS:

A variety of publications are available at no charge from the Office; write the Office of Dental Health, Maine Department of Human Services, Mail Station 11, Augusta, Maine 04333.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF DISEASE CONTROL

KNUT RA, DIRECTOR
GREG BOGDAN, DR. P.H., Assistant Director

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3591
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333 1-800-821-5821

Established: 1972 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144V; *Citation:* 22 M.R.S.A., Sect. 1019

PURPOSE: The Division of Disease Control exists to prevent illnesses which can be controlled through vaccination, quarantine, proper hygiene, early treatment or other means in order to protect the public health. Traditionally, the emphasis has been on infection control and epidemic prevention. More recently, more attention is being given to control of melioration of chronic diseases (such as diabetes) and prevention of illnesses which are attributable to environmental or occupational hazards.

ORGANIZATION: The Immunization Program, Sexually Transmitted Diseases Program, Refugee Program, Tuberculosis Program, Environmental/Occupational Health Unit, The Diabetes Control Project and Epidemiology Services, and the Toxicology Program all lie within this Division.

PROGRAM:

Infectious Disease Epidemiology. The service deals with the prevention and control of communicable diseases, particularly when they occur in epidemic form. The State Epidemiologist, who is responsible for these disease investigations, works with other programs within the Division of Disease Control, as well as other Divisions within the Bureau of Health, particularly, the Division of Public Health Laboratories, the Division of Public Health Nursing, and the Division of Health Engineering.

Determination as to whether outbreak situations are occurring is made through evaluation of the surveillance data reported by medical providers to the Bureau of Health, as mandated by the Rules and Regulations for Control of Communicable Disease. The State Epidemiologist is responsible for encouraging quality disease surveillance with dissemination of such information back to the medical community. In addition, the State Epidemiologist works with the Environmental Health Unit within the Division of Disease Control to offer epidemiologic assistance in non-infectious disease areas.

FY 85 saw an increase in activities related to the prevention of outbreaks of infectious diseases and to the initiation of studies of potential health effects from environmental exposure. Epidemiologic investigations recently completed included analysis of several food borne and water borne outbreaks involving such infectious disease entities as salmonellosis associated with consumption of hamburger purchased from a large Maine grocery retailer; giardiasis from an inadequately treated community water supply; and *Pseudomonas aeruginosa* folliculitis associated with use of a hot tub.

Environmental Epidemiology Program. The Division of Disease Control's Environmental Epidemiology Program exists to provide broad surveillance of the health of the State's population, to carry out investigations to assess the impact of potentially harmful environmental exposures, to advise other State agencies of the potential health implications of their actions, and to provide the public with environmental health information.

The Environmental Epidemiology Program engaged in several special study efforts. One important accomplishment of the Program was its release of the first Cancer Registry Annual Report in February, 1985. The release of this report generated a considerable amount of public interest in this information. Overall, the report showed that cancer incidence for all types of cancer among Maine's residents is about what would be expected when compared with national cancer incidence data. About 2.5 percent fewer cases were observed among males, while females had an excess of about 2.3 percent. However, a considerable amount of variability was observed in the geographic distribution of county cancer incidence rates (both for total cancer and

for specific cancer sites). Significant variations in the distribution of total cancer, lung cancer, and female ovarian cancer incidence rates were found. The most important point that was made in releasing this report was that the data should be regarded as preliminary and policy changes or large epidemiologic studies for causes of the high cancer rates should not be carried out without careful scrutiny and validation of all the information. Thus, during this year, the verification of all the reports the registry received on 1983 diagnosed cancer patients is being carried out.

Also, the Program completed the development of a "Health Study Proposal for Persons Exposed to Hazardous Wastes from the McKin Dump Site, Gray, Maine", with the assistance of Centers for Disease Control personnel and representatives for the affected community. Presently, the Program is waiting for the approval of funds from the EPA Super Fund Program for this study. Additionally, the Program continued its investigation of the potential public health impact of Spruce Budworm Spraying on the population of the State of Maine. Completed investigations in this effort have shown no association between the pattern of Spruce Budworm Spraying and the statewide distribution of Reye's Syndrome or Congenital Heart Defects. Lastly, Program personnel attended several public meetings, legislative hearings, and administrative rules making proceedings to provide expert testimony and information on environmental health issues and questions.

Environmental Toxicology Program. The Environmental Toxicology Program was administratively established within the Environmental Health Program in the Division of Disease Control in FY 83 in response to increased demand for health hazard assessments of chemical pollutants. In FY 83 the Program reviewed applications for licenses for hazardous waste facility from Union Chemical Company and Central Maine Power Company, and, in both cases, recommended license denial until corrective measures were instituted. The program was given the responsibility of assessing the health hazards of chemical air pollutants and for staffing the newly established Scientific Advisory Panel within the Bureau of Health. The Panel has been meeting on a regular basis with the Program staff, primarily to review risk assessments of air pollutants emitted in Maine. The Program provided chemical health hazard assessment assistance to the Environmental Epidemiology Program during the investigation of the Belgrade Childhood Leukemia Cluster, the health status of Corinna and Hope residents, and in the plan for the health study of residents who lived in the vicinity of the McKin Hazardous Waste Dump in East Gray. The Program has become involved in the assessment of health hazards resulting from indoor air pollutant exposures. It has also become part of an interagency effort to assess potential health impacts resulting from pesticide contamination of groundwater. The Program attended several legislative hearings on the Workers and Community Right to Know bills, and subsequent administrative rule-making proceedings to provide testimony and advise on occupational and environmental health issues. The Program also investigated reports of potential exposures to right-of-way, Spruce Budworm project, and orchard spray pesticides, and is providing assistance to the Department of Environmental Protection in assessing the health significance of exposure of gasoline-contaminated drinking water.

Tuberculosis Control Program. Tuberculosis, the health problem addressed by this program, is a chronic mycobacterial disease. Active pulmonary tuberculosis generally develops from an already-infected minority of the population which constitutes the "reservoir" of tuberculosis infection.

Program services are provided by nurses in the Division of Public Health Nursing services. Medical management is provided by private physicians and by the eight physicians on the Board of Tuberculosis Consultants under contract with the Department of Human Services.

All of the following program services are available at no cost to Maine citizens in need of such services: hospital services; clinic services; drugs for the prevention and treatment of tuberculosis; laboratory services; public health nursing services; and professional literature. The program maintains a case register listing of all tuberculosis patients, contacts, and persons on preventive therapy. All bills are submitted to third party payors for payment prior to submitting to the TB Control Program.

In FY 84, the program served 3,500 persons including active tuberculosis cases, suspects, contacts of cases and suspects, tuberculin reactors and school personnel.

In FY 85, the program staff expected to accomplish the following objectives: (1) to raise to 95 percent the proportion of active tuberculosis patients at home on current drug therapy; (2) to raise to 90 percent the proportion of active tuberculosis patients at home with recent medical and/or X-ray examinations; (3) to raise to 70 percent the proportion of active tuberculosis patients at home receiving bacteriologic examination within the last three months; (4) to raise to

75 percent the proportion of inactive tuberculosis patients receiving X-ray and/or medical examinations within the preceding twelve months; (5) to have 90 percent of all contacts examined by tuberculin test within one month after report of the source case to the appropriate regional office; (6) to ensure that 95 percent of all tuberculosis contacts, who were initially examined by tuberculin test, are completely evaluated within 90 days of the identification of the index case and receive care appropriate to their evaluation that is consistent with the Program's recommendations; (7) to ensure that 90 percent of all suspects receive medical services leading to a final disposition within three months. These seven objectives are basic to a sound tuberculosis control program and will be pursued until such time as Maine's incidence rate declines to an irreducible minimum.

In addition, the program's objectives in FY 85 included: (8) working toward the reduction of the number of tuberculosis clinics as the incidence of the disease decreases; (9) informing and educating the Maine public and private health care sectors as to appropriate medical management through workshops, staff meetings and the Bureau of Health Epigram; (10) conduct close surveillance of Indo-Chinese, Polish, Afghan and Iranian refugees because of the high incidence of tuberculosis in this population group; (11) evaluating the school tuberculin reactor rates based on FY 85 school testing reports; (12) continuing to provide funding to the State Laboratory to provide testing for tuberculosis without charge to patients or providers.

Refugee Health Assessment Project. The Refugee Program concerns all aspects of the resettlement of all refugees in Maine. The Bureau of Health has been primarily concerned with the evaluation of the health status of refugees. The Bureau of Health is notified of arriving refugees by Immigration Services. The Division of Public Health Nursing and other nursing agencies contact the refugees, provide a health assessment including tuberculosis screening and assist them in obtaining medical care and refer them to other resources as necessary. There are approximately 2,015 refugees residing in Maine of which 700 are Vietnamese, 1000 Cambodians, 100 Laotians, 124 Polish, 76 Afghans, and 15 Iranian.

In Fiscal year 1985 Maine received a grant for $16,000. This money is used to reimburse nursing agencies in York and Cumberland Counties for health assessment visits.

In Fiscal year 1984, the program served 456 refugees.

In Fiscal year 1985, the program staff expected to accomplish the following objectives:

1) To identify refugees regardless of national origin, who are eligible for specific services for whom no other source of reimbursement is appropriate.

2) To provide health assessments for all officially arriving refugees and non-officially arriving refugees (in-migrants) placed in the catchment area of the selected nursing agencies.

3) To ensure that refugees in whom assessment findings indicate personal health problems are referred elsewhere for proper medical or dental health attention.

4) To increase communication with medical providers including dissemination of information regarding refugee health and feedback from physicians.

5) To continue to establish agreement with individuals for interpreter services.

6) To increase the numbers of refugees who start tuberculosis preventive therapy to complete their course of therapy.

The two major goals of the program are:

1. To prevent and control health problems of public health significance among refugees.
2. To improve the general health status of the refugee population through health assessment and referral, emphasizing those health problems which may prevent economic self-sufficiency.

Budget FY 1985—Fed. $16,007—State $4,557 = Total $20,564

Sexually Transmitted Disease Control Program. Large numbers of sexually transmitted diseases (venereal diseases) are being diagnosed, treated and reported in Maine. Gonorrhea rates are falling, yet infected patients continue to suffer the grave effects of this disease. Infectious syphilis, Chlamydia trachomatis, trichomonas, human papilloma virus and genital herpes are cause for concern due to their ever-increasing numbers. The STD Program relies heavily upon private physicians, hospitals, the military, family planning clinics, community health agencies, and local health departments to deliver diagnostic, treatment, and screening services throughout the State.

There are currently seven STD Clinics in Maine, in which the Program staff offers complete epidemiologic and administrative assistance, including clinic management, in-service medical education, patient counseling and interviewing, contact follow-up and examination, and overall sexually transmitted disease case management.

identification of early disease and risk factors through STD screening is one of the major services rendered by the Program. Blood tests for syphilis are performed on men and women by private physicians, hospitals, and other providers throughout the state. In FY 85, approximately 21,000 women were tested for gonorrhea by private physicians, STD Clinics, hospitals, family planning clinics, and other providers, with 400 new cases identified. The target age group in the female gonorrhea screening program is 15-35.

During FY 85, the Program staff expected to accomplish the following objectives: 1) conduct epidemiologic follow-up and evaluation of all cases of early syphilis reported to the Bureau of Health to prevent and reduce the spread of infectious syphilis; 2) conduct surveillance over public and private laboratories to assure that all people with reactive tests for syphilis are evaluated and followed until final dispositions are determined; 3) conduct a gonorrhea screening program for women throughout the state to detect asymptomatic infections; 4) conduct epidemiologic follow-up on 100 percent of patients (male and female) with gonorrhea reported from the STD Clinics located in Portland, Auburn, and Bangor, and 50 percent of infected patients reported by the private medical community in the same areas; 5) conduct a comprehensive program of reculturing infected patients (test-of-cure) at specific health care provider locations throughout the State in order to confirm treatment success; 6) conduct a state-wide monitoring system in all major target hospitals to guarantee the initiation and completion of epidemiologic follow-up of all female patients diagnosed and reported with acute gonococcal pelvic inflammatory disease; 7) assist all school systems, mass media, and civic organizations requesting assistance in the preparation and presentation of information and education programs on the subject of sexually transmitted disease in order to raise levels of knowledge about the current disease problem; 8) conduct professional in-service training programs related to sexually transmitted disease diagnostic, treatment, and epidemiologic information in order to update and upgrade the current level of medical and epidemiologic knowledge among medical professionals.

The five year goal of the STD Control Program is to interrupt the transmission of sexually transmitted diseases to reduce the morbidity and mortality they may cause.

Immunization Program. Seven acute communicable diseases of childhood were addressed by the Program in FY 1985; diphtheria, measles, mumps, poliomyelitis, pertussis or whooping cough, rubella, and tetanus or lockjaw.

In FY 85, the program staff was instrumental in promoting the delivery of immunization services by public and private community health agencies, private physicians, and in the school setting. They distributed measles, mumps and rubella vaccine free of charge; supplied pertinent information to participating agencies state-wide; offered consultative and logistical support in the area of immunizable disease control; and provided to the medical sector timely literature dealing with immunizable diseases.

Three major types of services were rendered by the program in FY 85; epidemiology services (case reporting, case investigation, health surveys); recruitment services (activities designed to increase the number of children immunized); and immunization services.

The population served by the program in FY 85 was approximately 350,000.

During FY 86, the program staff expects to accomplish the following: 1) assure that 100 percent of all Maine schools respond to the school enterers survey; and that 100 percent of day care facilities respond to a survey of day care enrollees; 2) assure that 100% of hospital employees at high risk of contracting and spreading measles and rubella are adequately protected; 3) maintain a multi-faceted disease surveillance system capable of identifying and reporting the occurrence of immunizable diseases within 3 days of the identification of a suspected case; respond within 24 hours, to suspected polio, diphtheria and measles cases, and initiate containment procedures; 4) maintain an information/educational approach designed to educate the general public regarding the need for immunization and to inform the medical professionals regarding recommended immunization practices; 5) assure that community-based volunteers are available to increase community participation and interest in immunization; 6) to maintain an adverse reaction surveillance program to monitor and investigate untoward reactions following receipt of vaccine; 7) work with colleges and universities towards insuring adequate protection for their students against the vaccine preventable diseases.

Diabetes Control Project. Diabetes mellitus is a complex disease characterized by abnormalities in the regulation of blood glucose and abnormalities in insulin produc-

tion. Common complications of the disease are various disorders of the vascular and nervous systems (e.g. atherosclerosis, severely impaired vision, amputation of lower extremities). Diabetes is the eighth leading cause of death in Maine. Diabetes is a contributing factor or secondary cause in many other deaths.

In FY 85, the Diabetes Control Project signed a cooperative agreement with the U.S. Public Health Service Centers for Disease Control. The Bureau of Health and Medical Care Development implemented the Project. An advisory committee representing various consumers and providers from the Maine health care community assisted the Project staff in program planning and development.

During the first project year, extant morbidity and mortality data were analyzed to identify and document the extent of the diabetes problem in Maine. Then the staff developed guidelines for outpatient diabetes education and follow-up. The Diabetes Control Project assisted 34 hospitals, health centers and community agencies in the development of Ambulatory Diabetes Education and Follow-Up (ADEF) programs. Afterwards, technical assistance to improve existing inpatient education is provided to hospital personnel throughout Maine.

Continuing education programs for physicians, nurses, dietitians, and other health personnel which promote the prevention, recognition and management of diabetes were developed. A system was developed to retrieve data on all health status indicators in the hospital service areas in Maine. Hospital discharge data and death certificate data were linked.

A key element in the Diabetes Control Project was the obtaining of third party payment for outpatient education which provided hospitals the financing needed to conduct these educational programs. Studies did indicate that diabetics were often kept in the hospital for extra days to be taught the skills necessary to control their diabetes. These same studies further indicated these hospitalized patients did not learn the necessary survival skills to care for themselves in an inpatient setting.

The DCP submitted the Final Report: Reimbursement Pilot Study for the Ambulatory Diabetic Education and Follow-up (ADEF) Program to Blue Cross/Blue Shield of Maine in November 1983. Based on the results identified in the report and the experience with the Project, the Board of Directors of Blue Cross/Blue Shield voted in December 1983 to make reimbursement for the ADEF program a permanent policy for its regular members. Medicare and Medicaid continue to reimburse as policy. Unionmutual offers the program as a benefit to its group policy holders.

Follow-up studies have indicated that the outpatient education programs have reduced hospital days and led to weight loss. Some patients who have gone through the program have gone off insulin and oral drugs. Evaluations are now being conducted to determine more closely the effectiveness of the Project.

The Diabetes Control Project's objectives for FY 85 were to continue to develop the core capacity in the Bureau of Health for the coordinating, planning, evaluation, management, and surveillance of diabetes control activities, to continue to develop and refine model ambulatory diabetes educational and follow-up programs; to link inpatient education with outpatient education in an additional five hospitals having model ADEF programs; to develop and implement a program for health professionals on diabetes in pregnancy; and to pilot test national standards for diabetes patient education programs in collaboration with the National Diabetes Advisory Board.

PUBLICATIONS:

Epigram—(free) monthly summary of communicable disease problems and epidemiological activities.

Diabetes Rxtra—(free) quarterly. Information pertinent to Diabetes Educators.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $1,016,400 in FY 85 and are, by administrative decision, included with those of the Bureau of Health.

BUREAU OF MAINE'S ELDERLY

PATRICIA A. RILEY, DIRECTOR

Central Office: Augusta Plaza, Augusta *Telephone:* 289-2561
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1974 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 149; *Citation:* 22 M.R.S.A., Sect. 5105
Average Count—All Positions: 20 *Legislative Count:* 11

PURPOSE: This agency is designed to assist the older citizens of the State of Maine to secure full and equal opportunity, to maintain dignity, independence and authority in planning and managing their own lives through provision of a full range of essential programs and policies for and with older people.

The Bureau of Maine's Elderly, with the advice of the Maine Committee on Aging and subject to the direction of the Commissioner of the Department of Human Services, is authorized to establish the overall planning policy objectives and priorities for all functions and activities relating to Maine's elderly which are conducted or supported in the State. The Bureau also encourages and assists development of more coordinated use of existing and new resources and services relating to older people and develops and maintains an up-to-date information system, develops objective devices and research methodologies, and prepares, publishes and disseminates educational materials related to older people. Furthermore the Bureau maintains an inventory of the types and quantity of facilities, programs and services operated under public or private auspices for older people and conducts a continuous evaluation of the impact, quality and value of such facilities, programs and services. The Bureau assists the Legislature and Executive Branches of State Government in coordination of all government efforts relating to older people and prepares and administers a comprehensive State Plan relating to older people and administers such plans or programs required by the 1973 Act of Maine's Elderly, the Priority Social Services Act of 1973, the United States Older Americans Act of 1965, and the Home Based Care Act as related to older people. Furthermore the Bureau has responsibility to plan and advocate for necessary or desirable programs for older individuals or groups of individuals; help communities mobilize their resources to benefit older people; seek and receive funds from the Federal Government and private sources to further its activities; and enter into agreements necessary or incidental to the performance of its duties. The Bureau prepares, adopts, amends, rescinds and administers policies, priorities, procedures, rules and regulations, and implements as an integral part of programs, an educational program and fosters, develops, organizes, conducts (or provide for the conduct of) training programs for persons in the field of serving older people; and convenes and conducts conferences concerned with the development and cooperation of programs for older people, including co-sponsorship with the Maine Committee on Aging of the Blaine House Conference on Aging.

ORGANIZATION: The Bureau of Maine's Elderly originated in 1966 as the Services for Aging office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973 the office was established by statute as a separate and distinct organizational unit of the Department, under the name of Office of Maine's Elderly. It was renamed Bureau of Maine's Elderly in amended legislation of that year. The Bureau operates from a central office in Augusta and designated five area agencies on aging across the state.

PROGRAM: The Bureau's program is mainly focused on assisting persons age 60 and over to maintain independent and productive lives. Through 5 local private non-profit area agencies on aging, the Bureau funds, monitors and evaluates a range of social services. The Bureau administers in FY 85 a budget totalling over $11 million dollars of state and federal funds, most of which are granted to Area Agencies on Aging (AAA) on a percentage formula. The AAA, each run by an elected Board of Directors who are themselves older citizens, determines within the range of federal and state regulations, which services to provide in their local area.

During FY 85 the Bureau, through the AAA, supported a wide range of comprehensive social services, coordinated with other agencies including transportation, health and outreach,

home health care, legal services, health screening, homemakers and home repair services. In addition slightly over 1 million hot meals per year were served in 81 nutrition sites and through home delivered programs across the State. The Bureau sponsored 70 low income elderly persons as Foster Grandparents to serve disabled, handicapped and hospitalized children in 22 sites around the state. 78 older workers served local agencies through the Senior Community Service Employment Program. Over 205 were enrolled in the Job Training Partnership Act program.

In FY 85 the Bureau continued to work closely with AAA care managers to develop varieties of resources to meet the needs of the over 1300 clients who were helped to remain at home through the Home Based Care Program, and another 3,480 persons who received care management to arrange in-home services. The Medicaid Waiver for In-Home and Community Services was implemented, which will bring in up to $5.7 million over three years and serve almost 1700 persons who would otherwise be in nursing homes. The Bureau increased its technical assistance and monitoring of quality of in-home services.

Through a sub-contract to the Maine Committee on Aging, the Nursing Home Ombudsman Program investigated over 300 complaints on behalf of nursing home residents and advocated for extensive policy reform in long term care.

The Bureau of Maine's Elderly and Maine Committee on Aging co-sponsored the Blaine House Conference on Aging which identified issues of concern to Maine's older people which were successfully addressed by the 112th Legislature.

LICENSES, PERMITS, ETC.:

Voluntary Certification of Congregate Housing Services Program

PUBLICATIONS:

Resource Guide: Information for Maine's Older Citizens—free. Available at Bureau of Maine's Elderly.

A Report on Home Based Care

A Consumer's Guide to Home Equity Conversion

The B.M.E. Newsletter—Bi-monthly—free

A variety of information packages and consumer guides

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINE'S ELDERLY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	402,667	104,430			298,237	
Health Benefits	19,298	5,069			14,229	
Retirement	57,620	10,581			47,039	
Other Fringe Benefits	1,604	476			1,128	
Computer Services—State	9				9	
Other Contractual Service	123,206	39,318	990		82,898	
Rents	38,689	1,035	179		37,475	
Commodities	3,028	91			2,937	
Grants—Subsidies—Pensions	5,974,925	1,079,515	4,546		4,890,864	
Interest—Debt Retirement	9				9	
Transfers to Other Funds	6,904		70		6,834	
TOTAL EXPENDITURES	6,627,959	1,240,515	5,785		5,381,659	

OFFICE OF EMERGENCY MEDICAL SERVICES

ROBERT F. TREDWELL, DIRECTOR
MARSHALL CHAMBERLIN, M.D., MEDICAL DIRECTOR

Central Office: 295 Water St., Augusta *Telephone:* 289-3953
Mail Address: 295 Water Street, Augusta, Maine 04330
Established: 1982
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144J; *Citation:* 32 M.R.S.A., Sect. 84
Average Count—All Positions: 6 *Legislative Count:* 0

PURPOSE: Almost all medical emergencies are produced by 8 diseases: heart conditions, trauma, poisoning, spinal and head injuries, high risk births, burns and behavioral emergencies, and a very few medical conditions. The Office of Emergency Medical Services has as its purpose to insure that medical emergencies are promptly recognized, effectively treated in the field, and safely transported to competent definitive care in the hospital.

ORGANIZATION: OEMS provides coordination and partial funding to 6 regional councils which, in turn, provide training and support services to the ambulance services, dispatch and coordination systems, and hosptals. OEMS is advised by a 13 person Board established by Chapter 2B of 32 MRSA to oversee the licensing of ambulance services, vehicles, and personnel.

PROGRAM: OEMS improves the emergency care system through its support of six regional councils. The Office also serves several direct functions:

Education: During 1985 a committee appointed by the Director and chaired by Francis Dore of Kennebunkport designed a system of continuing education as an alternative to a standard refresher course for EMT's.

Licensing: OEMS licenses 219 ambulance and rescue services and 2,732 people. On June 1, 1985, there were 719 currently licensed ambulance attendants and 1,980 Emergency Medical Technicians licensed to give basic care. Of the EMTs, 725 held advanced licenses; 58 of these were licensed to the paramedic level.

In January 1984 a new licensing level called 'Intermediate' was instituted for personnel and services. After 18 months, this level accounted for 25% of the advanced EMT's and for 16% of all services.

Research and Evaluation: By regulation, all EMS calls must be reported to the Department. In 1985, there were 92,000 calls. Major research studies focused on hospital care of the injured and on retention of EMS personnel by the services.

Enforcement: In 1985, the Administrative Court revoked the licenses of four EMT's for incompetence. Two people were suspended for one year for falsifying course records and two other people were advised in the same matter that they would be refused licensure. A case brought by the consumer protection division of the Attorney General's office resulted in a court order to an ambulance company to refrain from advertising itself as having paramedics when it did not have them. In February, the Law Court reversed a lower court decision and found that an administrative court judge could determine whether EMT's had delivered care up to the expected standard, without expert testimony of the kind required in medical malpractice cases.

LICENSES, PERMITS, ETC.

Ambulance service and vehicle licenses.

Ambulance Apprentice, Ambulance Attendant, Emergency Medical Technician, Emergency Medical Technician Advanced for EOA, Intermediate, Critical Care and Paramedic licensure.

PUBLICATIONS:

Annual Report, free
Directory of Ambulance Services, free
Laws and Regulations effecting EMS, free
Newsletter, free
Incidental Reports on Studies of Emergency Care, free

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF EMERGENCY MEDICAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	95,345				8	
Health Benefits	3,598				1 78	
Retirement	15,783				2 1	
Other Fringe Benefits	291				5,254	
Computer Services—State	5,254				62,775	
Other Contractual Service	62,775				8,072	
Rents	8,072				883	
Commodities	883				165,500	
Grants—Subsidies—Pensions	165,500				3,282	
Transfers to Other Funds	3,282				360,783	
TOTAL EXPENDITURES	360,783					

EMERGENCY MEDICAL SERVICES ADVISORY BOARD

JOAN MANGANI, R.N., CHAIRMAN

Central Office: 295 Water Street *Telephone:* 289-3953
Mail Address: c/o Office of EMS, Augusta, Maine
Established: 1982 *Sunset Review Required by:* 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 163; *Citation:* 32 M.R.S.A., Sect. 88
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The EMSAB advises the Department of Human Services on the conduct of the program to supply medical care to people who suffer sudden medical emergencies on account of disease or accident. The Board considers changes in the regulations which govern ambulance and rescue services, ambulance vehicles, and the personnel who man them. It reviews the work plans of the Office of Emergency Medical Services and assists the Office in working with six regional councils which promote better field and hospital care.

ORGANIZATION: The Board has 13 members. Six represent regions of the State, the others represent for-profit ambulance services, not-for-profit ambulances, first response services, nurses, the public, and an attorney. The Board meets at least quarterly by law: its practice is to meet monthly, on the first Wednesday of the month at 9:00 a.m. in Augusta. The Board elects its Chairperson.

PROGRAM: In comparison to previous years, the activity level of the Board this year was relatively quiet. A retreat was held in July at which Board members and the State Office agreed upon and eventually accepted internal processes by which the Board will function in the future. This paper covers the Board philosophy, disagreement procedures, authority, function, attendance, etcetera. The retreat not only accomplished setting internal guidelines, but helped to cement relationships among Board members and the State Office and the Department of Human Services. It was a healthy exchange with constructive end results.

The Board discussed increasing their level of membership and decided to leave the membership as it is with the request that the State Medical Director attend all Board Meetings concerning regulation changes.

Public hearings were held in areas of the State. The primary reason for hearings this year concerned the institution of an E.M.S. Academy. It was necessary only to alter the regulations insofar as they would allow the formulation of such an academy.

The Audit Performance Standards Committee is still working to establish the percentage of time that A.L.S. care should or should not be rendered. This is not a committee of the Board but of the State Office. The Board is currently considering going to public hearing again on criteria for recertification.

The Board will continue to seek methods of coming to agreement by consensus on regulation changes and that when the majority rules, the other members of the Board can find their way clear to support majority decisions.

LICENSES, PERMITS, ETC.:

This Board advises the Office of Emergency Medical Services, DHS, on licensing ambulance and first responder services. It also advises the Office on regulations concerning licensing of ambulance services and vehicles, EMS personnel, and first responder services.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

ENVIRONMENTAL HEALTH ADVISORY COMMISSION

Central Office: *Telephone:*
Mail Address:
Established: 1981
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 339; *Citation:* 22 M.R.S.A., Sect. 1693

PROGRAM:

Environmental Health Unit. The establishment of an Environmental Health Unit within the Department of Human Services, Bureau of Health, Division of Disease Control, by the 1981 State Legislature created a resource group for conducting evaluations of the risk associated with potentially hazardous environmental exposures. Section 1963 of the enabling legislation provides that the Commissioner of the Department of Human Services appoint representatives of the public and private sector to serve as an advisory committee for the program. The committee's purpose is to make recommendations to the commissioner concerning the steps that should be taken for a healthful environment. It is composed of individuals with training and experience in environmental medicine, epidemiology, toxicology, human genetics, biomedical research, and related fields. Over the past year, this committee has considered questions involving ground water contamination from leaking gasoline tanks; the issue of the use, protection, and conservation of State surface and ground water resources; the presence of radon in drinking water; the potential health effects of exposure of wood smoke pollution; and the clusing of childhood leukemia cases in Belgrade, Maine.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

DIVISION OF EYE CARE

CAROLYN BEBEE, ACTING DIRECTOR

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-3484
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1941 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 150; *Citation:* 22 M.R.S.A., Sect. 3500
Average Count—All Positions: 28 *Legislative Count:* 31

PURPOSE: The Division of Eye Care was established to provide a program of services to blind citizens of Maine, including the prevention of blindness; the location and registration of blind persons; the provision of special education services to blind and visually impaired children from birth to age 21; as well as vocational guidance and training of the blind, including instruction of the adult blind in their home. Other programs include the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person licensed by the Division; the provision of assistance to the blind in marketing the products of home industries; and the provision of other social services to the blind.

ORGANIZATION: The Division of Eye Care was established administratively in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education. Later designated the Division of Eye Care and Special Services. The Division received its present name

and was transferred to the Department's Bureau of Rehabilitation in a departmental reorganization of 1970. In 1971 and 1972 respectively, functions involving Library Services to the Blind and Physically Handicapped and Medical Eye Care and Refractive Services, were transferred to the Maine State Library and the Bureau of Medical Care. In 1973, legislation established the Division as a statutory unit of the Department of Health and Welfare, but for administrative purposes, it remains within the Bureau of Rehabilitation. In 1983 legislation designated the Division as the agency responsible for the provision of special education services to blind and visually impaired children from birth to age 21.

PROGRAM: The program has the following areas of focus:

Register of Blindness. Maine Law necessitates the Division of Eye Care to register blind persons for the purpose of evaluating their need for service. There are presently over 3,000 severely visually impaired persons on the Register with approximately 270 new names added each year.

Prevention of Blindness. The Division of Eye Care continues its Prevention of Blindness Program largely with the aid of over 150 volunteers and support of Maine Sight and Hearing Association, Inc. (a statewide affiliate of Maine's Lion's Sight Conservation Program) as well as statewide regional Task Forces involving volunteers, physicians, optometrists, educators, health professionals, service organizations and industry. The goal of the Prevention of Blindness Program is to cut down on the incidence of blindness through public education, mass visual screening of high risk population and the coordination of existing services.

Education of Blind Child. The Division of Eye Care, in 1983, was designated as the agency responsible for the provision of those specialized services needed by blind children ages 0-21 (braille instruction, mobility, visual aids, special educational aids and appliances, itinerant teachers services, etc.) so that they may receive an appropriate education.

During this reporting period, the Division provided special education services to over 400 blind and severely visually impaired school children in Maine. All but approximately 20 of these children were served in Maine's local public schools.

These legislatively mandated services are provided in close cooperation with local education agencies and the Maine Department of Educational and Cultural Services. Specific services are specified in the individual education plan of each visually impaired and blind student.

Vocational Rehabilitation. The purpose of the Vocational Rehabilitation Program is to assist blind persons to be retained or to enter gainful employment so that they may become taxpayers rather than tax receivers.

During this reporting period over 650 blind and severely visually impaired men and women received services under this program of which over 91 were placed into gainful employment.

Vending Stand Program. (Randolph Sheppard Act) In order to enhance the economic opportunities of blind persons, both state and federal statutes grant to the Division of Eye Care the authority to install in municipal, state or federal buildings, vending facilities or snack bars to be operated by licensed blind persons.

To carry out this activity the Division, to date, has established twelve vending facilities throughout the state.

During this reporting period, federal legislation was enacted (Section III of the Surface Transportation Assistance Act of 1982, P.L. 97-24) which granted to states the authority to place vending machines in safety rest areas located on Interstate Highways.

It also denoted that state agencies for the blind designated under the Randolph Sheppard Act would be given preference to install such machines.

Under this legislation, the Division of Eye Care, during the upcoming fiscal year will be installing a battery of vending machines in Kittery Rest/Information area, the proceeds of which will go to enhance the economic opportunities of the blind citizens of Maine.

Other Services. The Division of Eye Care, in close cooperation with the Maine Center for the Blind, Portland (Maine's only private agency for the blind) maintains a program of rehabilitation and social services for the older blind of Maine, for the purpose of assisting them to maintain their own homes rather than their being placed in institutional or nursing home settings.

The Division will not only continue to use its own resources to enhance services for the blind in Maine, but will also increase its efforts in working with the private sector, e.g., Maine Sight (Lion's), citizen task forces, use of volunteers in order to strengthen existing service programs.

One of the major goals of the Division of Eye Care this coming year is to work cooperatively with the private sector as well as the Department of Educational and Cultural Services and local

school districts in carrying out its legislative mandate to work with blind children ages 0-21 so that they may receive an appropriate education. Another goal is to work cooperatively with Maine Department of Transportation in installing vending machines on Maine's Interstate, statewide, in order to enhance the economic opportunities of the blind.

LICENSES, PERMITS, ETC.

Certifying agency for legal blindness relative to exemption of Real Estate Tax based on Blindness. (See 36 MRSA Sect. 656.)

PUBLICATIONS:

1. Maine and Federal Laws Pertaining to the Blind
2. Special Services for the Blind and Visually Handicapped (Division of Eye Care)
3. Independent Living for the Blind and Visually Impaired
4. Helpful Suggestions to Families and Friends of the Blind
5. Orientation and Mobility Services for the Blind
6. Directory of Services for the Blind and Visually Impaired

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF EYE CARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	647,714	290,678			357,036	
Health Benefits	32,892	14,213			18,679	
Retirement	101,583	45,485			56,098	
Other Fringe Benefits	2,939	1,359			1,580	
Computer Services—State	8,325	8,325				
Other Contractual Service	155,339	129,904	3,860		21,575	
Rents	54,750	53,550			1,200	
Commodities	7,709	1,426	1,572		4,711	
Grants—Subsidies—Pensions	935,192	523,715			411,477	
Buildings and Improvement	338		338			
Equipment	5,377		4,884		493	
Transfers to Other Funds	7,586		94		7,492	
TOTAL EXPENDITURES	1,959,744	1,068,655	10,748		880,341	

BUREAU OF HEALTH

WILLIAM S. NERSESIAN, M.D., DIRECTOR
BOB McKEAGNEY, Deputy Commissioner of Health

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3201
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1835 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144A; *Citation:* 22 M.R.S.A., Sect. 251
Average Count—All Positions: 200 *Legislative Count:* 235

Organizational Units:

Central Administration
Division of Disease Control
Division of Maternal and Child Health
Division of Health Engineering
Division of Public Health Laboratories
Division of Public Health Nursing
Board of Certification of Water Treatment Plant Operators
Division of Health Education
Office of Dental Health
Office of Emergency Medical Services

PURPOSE: The purpose of the Bureau of Health is to preserve, protect and promote the health and well-being of the population through the organization and delivery of services designed to reduce the risk of disease by: (1) modifying physiological and behavioral characteristics of population groups ("hosts" of disease); and (2) controlling environmental hazards to human health ("agents" of disease).

ORGANIZATION: The first State sponsored public health activities were delegated to the State Board of Health in 1885.

In 1917, the Board was redesignated Department of Health, administered by a Commissioner of Health and a Public Health Council. A major reorganization in 1931 abolished the Public Health Council and located the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare, which became the Department of Human Services in 1975. Although the Bureau of Health is established by Statute, its internal structure and functions are subject to definition by the Commissioner of Human Services.

The Bureau of Health has conducted disease control and health engineering programs and has offered public health laboratory and public health nursing services since the early part of the century. The Bureau's Division of Maternal and Child Health was created in the early 1930's as a result of the passage of Title V of the Social Security Act, Grants to States for Maternal and Child Welfare.

In the 1960's and 1970's a number of programs such as emergency medical services, genetic disease prevention, hypertension and diabetes control were organized within the Bureau of Health as a result of federal initiatives and with concomitant federal funding. The Department's hospital regulation and assistance activities, and its medical assistance program, were a part of the Bureau of Health until 1977, when they were moved to the newly organized Bureau of Medical Services. A unit administering the Hill-Burton funds for hospital construction, the comprehensive health planning program, the cooperative health statistics, and the health manpower data systems, formerly housed in the Bureau of Health, became a part of the newly established Office of Health Planning and Development in 1976.

PROGRAM: The following sections are descriptive of the programs and support activities carried out within the organizational entities of the Bureau of Health:

Central Administration. The Director of the Bureau functions as the State's Health Officer, its chief medical official. In addition to overseeing the Bureau's programs, he is instrumental in furthering cooperative relationships with the medical and public health communities in the State and in the Nation. The Director represents the Bureau of Health's interests through active participation in the work of numerous State boards, committees, and organizations. At the national level, he represents Maine through membership in the Association of State and Territorial Health Officials and the National Epidemiology Intelligence Service.

Division of Health Education. The Division of Health Education addresses those health problems and conditions in which prevention through education is a major strategy. Today the leading causes of death and disability in Maine and in the United States are no longer infectious diseases with single causes (like tuberculosis or diarrhea), but man-made and degenerative diseases. These diseases do not have single causes but are a result of combinations of risk factors. Heart disease, cancer and unintentional injuries account for nearly 75% of all premature deaths. Epidemiologic literature suggests that health is affected by: (1) behavior (social and personal lifestyle); (2) environment; (3) congenital factors (biological makeup); and (4) medical and social service systems. Behavior (social and personal lifestyle) and environment contribute largely to the multiple causes of these every day deaths and disabilities.

The term health education is simply defined as any combination of learning experiences designed to facilitate voluntary adoption of behavior conducive to health. In addition to individual actions, the Division also is involved in addressing environmental, organizational and political issues which affect health status. In the next year, the Division will have lead responsibility in implementing the "Workplace Smoking Act of 1985". Through direct assistance and cooperation with other health agencies, the Division will assist all employees in establishing a Smoking Policy by January, 1986. The Division has also been chosen to provide staff support to a legislative Resolve Pertaining to a State Employee Health Promotion Program. Much of the background work done by the Division during the past year will be analyzed by the Commission prior to the next legislative session.

The Division works closely with a wide variety of groups and organizations in carrying out its mission, school systems, hospitals, the University of Maine, health agencies and insurance companies are all involved in various aspects of the Division's work. A brief report of the Division's major programs is presented below.

Risk Reduction Program. The Risk Reduction Program is the only statewide, non-categorical program with a goal to build the capacity of worksites, communities and regions to curtail the premature death or disability from primarily heart disease, cancer and unintentional injuries. This is accomplished by helping worksites and communities recognize which risk factors are most problematic within their population groups, and by helping local resources and representative members of the worksites and communities develop effective interventions. These interventions may be aimed at changing public or private policy, changing social norms, changing behaviors, or some combination of these strategies.

Assistance is provided to worksites and communities through the provision of training programs, continuing education, consultation and technical assistance, a community mini-grants initiative, and various forms of information sharing including a statewide resource center, a bimonthly newsletter and a computerized inventory of health promotion programs around the State.

The Risk Reduction Program plays a lead role in training worksites and provider agencies (community health agencies, hospitals) in the planning, implementation and evaluation of worksite health promotion programs. Ideally, these programs are characterized by: policy support from top management; integration within the operations of the organization; participatory, needs-based planning and evaluation; development of a physical and social environment conducive to health; and initiatives to promote positive, health-related behavior change. A major conference held in April 1985 focused on worksite health promotion from the perspective of the organization (as opposed to the individual) and highlighted methods of diagnosing an organization's need for health related change. This conference targeted provider agencies on the leading edge of worksite health promotion in Maine. The 16 provider organizations included community health agencies, hospitals and statewide organizations responsible for some aspects of employee health. These organizations were represented by teams including a combination of Executive Directors, Program Managers and Program Providers. Also attending were 11 organizations that are very active in developing employee health programs for their own organizations and included private businesses, municipal governments and representatives of state government. These organizations were represented by teams that included Personnel Managers, Occupational Health Physicians and Nurses, and Employee Assistance Directors. A thorough post-conference evaluation has led to the design of future training programs such as Consultation Skills; Marketing a Planned, Integrated Approach to Employee Health; Defining and Implementing Cultural and Environmental Change Conducive to Employee Health; and Developing Incentive Approaches. Training in specific program areas were also requested such as Employee Assistance; Occupational Health and Safety; Chemical Identification Programs; and Use of Health Risk Appraisals.

The Risk Reduction Program also helps to meet the continuing education needs of those involved in employee health through sponsoring the monthly Employee Health Forum. Approximately sixty professionals attend the Employee Health Forum on a regular basis with others requesting the audiotapes made of each session. Examples of topics presented this year included: "Working Women and Implications for Health"; "Health Related Legislation, 112th Session"; "Health Locus of Control"; "Unions, Safety Committees and Employee Health"; "Results of the Health Promotion Survey of Maine Businesses"; "Introduction to Organizational Diagnosis"; and "Use of Incentives in Employee Health Programs".

The Risk Reduction Program targets the consumers of employee health promotion programs—the worksites themselves. As a result of requests for more information following a 1984 Health Promotion Survey of Maine, 222 employee health informational packets were sent tailored to the specific requests of Executive Directors, Personnel Managers, and Medical staff of a variety of worksettings.

A quality assurance reference for worksite health promotion programs entitled *Guidelines for Choosing Worksite Health Promotion Programs* was developed by the Risk Reduction Program in conjunction with Maine Blue Cross/Blue Shield. These program "Guidelines" represent acceptable minimum criteria that can be used by a purchaser in selecting a program for individual or group use, or by a provider in planning and delivering a health education/health promotion program of high quality. Over 900 copies of the "Guidelines" have been sent out as a result of requests from both worksite consumers and providers. The "Guidelines", which cover the areas of: High Blood Pressure Screening; Quit Smoking Programs; Stress Management; Nutrition Education; Weight Management; Employee Assistance Programs; and Computerized Health Risk Appraisals have been written up on the Chamber of Commerce and Industry's publication *Maine Today;* in a national newsletter entitled *Employee Health and Fitness,* and were well received at the Annual Meeting of the American Public Health Association.

This year, the Risk Reduction Program has conducted training programs for employers on worksite health promotion sponsored by several organizations, including: the Maine Chamber of Commerce and Industry; the Maine Alcohol and Drug Abuse Prevention Conference; the Lifeline Program; and the Continuing Education Program for Business and Industry of the University of Southern Maine.

The Risk Reduction Program administers a Mini-Grants Initiative to encourage the development and implementation of innovative community health promotion projects, particularly those planned by newly formed or newly focused coalitions. This year's grant recipient, the Waldo County Cooperative Extension Service, targets a low-income, adult population and plans to develop a needs-based plan to address their health-related needs beyond the nutrition education program that has been their focus in the past. Additional community projects will be funded through a request-for-proposal process in fiscal year 1986. The Risk Reduction Program also provides consultation to community based health promotion programs such as the Mobile Health Promotion Resources Project of the Osteopathic Hospital of Maine in Portland which is funded by the Union Mutual Charitable Foundation.

Building and sharing resources is another method the Risk Reduction Program uses to meet its goal. The bimonthly publication of the Division of Health Education, *The Maine Health Promoter,* shares information statewide to over 1300 professionals regarding programs, special concerns and resources. Regular columns highlight new initiatives in employee health, school health and community health. Most articles are contributed by professionals statewide rather than written by Division staff.

The Risk Reduction Program continually updates an inventory of Health Promotion/Risk Reduction Programs in Maine in the following program categories:

Smoking Cessation
Smoking Prevention
Prevention of Alcohol and Drug Abuse
Nutrition Improvement
Weight Control
Physical Fitness and Exercise
Stress Management
Unintentional Injuries
Hypertension Screening and Education
Diabetes Education

Chronic Disease Prevention
Prenatal/Childbirth Education
Family/Parenting Education
Occupational Health and Safety
Environmental Education
Additional Programs

This inventory serves as an information/referral tool for providers, for the public, and as a method of determining gaps in existing health promotion services. The information is available statewide or by county.

The Risk Reduction Program's Resource Center within the Department of Human Services' Library has a wide range of health promotion materials including statistical, content and skill-building information. A directory of resources including reference materials, educational aids and audiovisual materials is available through the Department's Library.

Community High Blood Pressure Program: An estimated 24% of Maine's adult population age 18 and older have hypertension. Although the prevalence rate of hypertension is equal by distribution among male and females; hypertensive males as compared to females, tend to be less aware, less likely to be on medication, and less likely to be controlled if on medication. Uncontrolled high blood pressure leads to heart attack and stroke (the number one and number three causes of death in Maine).

The largest number of adults with elevated diastolic blood pressure is the middle-aged adult male (41-60 years). Since three-fourths of men and approximately one-half of women in Maine work, the worksite (in addition to other community settings) is one of many locations for reaching this target population. In addition, seven out of ten people with uncontrolled high blood pressure are working age.

The Community High Blood Pressure Program funds local agencies throughout the State to provide hypertension screening, education, referral and follow-up services at worksites and in communities. These agencies provide services to their surrounding areas, leaving few places throughout the State not receiving hypertension screening, education, referral and follow-up. In FY 85, 19 agencies were funded to provide hypertension services to adults in Maine. During FY 85 26,813 total clients were screened; of this number, 16,111 were new. In addition, 2,114 of these new clients were 41-60 year old males. Of those new clients 41-60, 836 individuals were abnormal making up 5% of the total.

To ensure quality, all agencies funded under the Community High Blood Pressure Program follow Maine High Blood Pressure Council Guidelines for Detection, Evaluation & Treatment of High Blood Pressure. Agency staff also follow the American Heart Association, Maine Affiliate Blood Pressure Measurement Technique. The Program continues its close working relationship with the Maine High Blood Pressure Council, a major advisory body to the Department of Human Services for recommendations and assistance regarding hypertension screening throughout the State.

During the past one and one-half years, a special high blood pressure screening initiative has operated. The legislature appropriated $40,000 to fund this initiative, which provided hypertension screening, education, referral and follow-up to Maine worksites who had not participated in the Program in the past. Nine of the 19 agencies funded under the Community High Blood Pressure Program were awarded money to carry out this initiative throughout the State. Within this year and one-half, 5,156 Maine workers were screened, educated and if diagnosed as hypertensive they were referred to a physician and followed-up by the agency. Although this special worksite initiative terminated on June 30, 1985, follow-up and rescreening of clients continues under the basic program.

Control of high blood pressure and prevention of cardiovascular disease is often interrelated with reducing a number of primary and secondary associated risk factors such as smoking, obesity and elevated cholesterols. The Community High Blood Pressure Program continues to coordinate education and training efforts with the Risk Reduction Program to enhance agency effectiveness in multiple risk factor intervention in both the worksite and the community. Over the past year, many of the Community High Blood Pressure Program agencies have successfully expanded the scope of their preventive services and used the assistance and training opportunities provided by the Division.

Maine Alcohol and Drug Abuse Clearinghouse: The Maine Alcohol and Drug Abuse Clearinghouse is an informational support service operating within the Division of Health Education, Bureau of Health, in the Department of Human Services. The Clearinghouse serves as

a central source for general information about alcohol and other drugs and substance abuse prevention, treatment, research and education. Requests may come directly from the public, from service providers, the five Alcohol and Drug Abuse Regional Councils, or from various departments of state government.

Statewide Clearinghouse Services Include: INFORMATION on alcohol and other drugs and substance abuse prevention, treatment, research, and education; NETWORKING in order to help individuals, groups, communities and organizations share information and experience; TOLL-FREE NUMBER for all Maine citizens 1-800-322-5004; IDENTIFICATION and sharing of resource materials, including pamphlets, booklets and scientific articles; CONSULTATION AND TECHNICAL ASSISTANCE regarding the development and best use of informational materials in support of substance abuse prevention activities; LIBRARY SERVICES including loan of materials and limited literature searches; THE CLEARINGHOUSE EXCHANGE NEWSLETTER, a resource for information sharing about alcohol and drug abuse. There is no charge for any Clearinghouse materials.

Highlights from FY 1984-85:

The 2,216 requests for Clearinghouse services in FY 84-85 represent a 34% increase over FY 83-84 (1,467), continuing the trend of dramatic yearly increases in the number of Maine citizens demonstrating interest in alcohol and drug abuse prevention by utilizing Clearinghouse services. Three year trend:

Fiscal Year	Number of Callers
1984-1985	2,216
1983-1984	1,467
1982-1983	995

The Clearinghouse compiled, published and distributed a Substance Abuse Educational and Informational Resource Guide in January 1985. The Guide was compiled to provide a broad overview of National and State substance abuse informational services in response to numerous requests from community-based groups for that information.

The Clearinghouse collaborated with the National Institute on Drug Abuse Phase II "Just Say No" campaign, and the McDonald's "Get It Straight" campaign in their national Public Service effort to reduce alcohol and drug use among the nation's youth. Clearinghouse support provided included consultation on the "Just Say No" Campaign during its development, and provision of the Clearinghouse toll-free number as a tag for all the McDonald's Corporation Public Service Announcements. The Clearinghouse philosophy is to encourage all alcohol and drug abuse prevention public service messages to include a tag inviting the audience to request more information about the subject.

The Clearinghouse produced (in cooperation with the Driver Education Evaluation Program) and distributed 120,000 "Is It Worth The Price?" placemats throughout the State of Maine. The placemat provided Maine-specific information designed to show the cost of getting caught for an OUI in terms that adolescents could understand (e.g., how many concert tickets, record albums). It was researched by Augusta's Cony High School Students. Part of the success of the project was due to the extensive newspaper and television coverage the placemat received.

A compilation of non-alcoholic recipes and party hints was produced and distributed by the Clearinghouse before the 1984 Christmas holiday. The purpose of the booklet was to help the Maine public think about alternatives to alcoholic drinks and, in effect, lower the number of drunk drivers. A number of press releases and Public Service Announcements were made announcing the availability of the recipes to the general public, resulting in a distribution of 8,000 non-alcoholic drink recipe booklets.

As part of its ongoing mandate to provide support for grass roots organizations attempting to accomplish substance abuse prevention, the Clearinghouse provided materials, information, workshops on Clearinghouse services, and technical assistance to: MADD, SADD, School Community Teams, Chemical People Task Forces, and other community groups.

The Clearinghouse served as a co-sponsor for two poster contests in which over 600 youths participated. Targeted for school age children, the purpose of the substance abuse prevention contests was to encourage healthy alternatives to alcohol and drug use. Governor Brennan presented the prizes to all of the winners in ceremonies held in his office at the Capitol.

The Clearinghouse provided workshops and technical assistance on its services to a number of State agencies in a special effort to reach high risk populations. Examples include Depart-

ment of Human Services' Youth Protective Workers, Bureau of Maine's Elderly Outreach Workers. Other Clearinghouse services workshops were conducted on request and occurred at a rate of about 2 per month. Examples include the Maine Job Corps in Bangor (staff) and St. Joseph's College in Biddeford (pre-med students).

Library: The Departmental Library began in 1970 as a challenge and over the years has grown to become an extremely vital and active library which serves not only all Departmental employees but is open to the public as well.

The Library is staffed by a librarian and an assistant who are always developing new systems for speedier and more efficient service.

The Library was involved in forming the Maine Health Science Libraries and Information Cooperative (HSLIC) in 1973. Close cooperation with all member libraries has resulted in a wealth of health information which is available to all who request it.

Special collections have been added such as risk reduction, alcohol and drug abuse, radiation, water and environmental health which makes this library very unique. Audiovisuals have also been included to give faster and more convenient service.

PUBLICATIONS:

DES Information Packet (for the public) (for health professionals)
Regional Guides to Risk Reduction Services
Maine Health Promoter Newsletter
Health Style Test (a self-scored Health Hazard Appraisal)
Nutritional Guidelines
Introduction to Physical Fitness
Guide to the Risk Reduction Resource Center Collection
Hypertension Facts
Quit Smoking Kit
Food and Fitness
Agent Orange Information (for Viet Nam veterans (for health professionals)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,144,097	2,424,314	582,173		1,137,610	
Health Benefits	205,231	113,782	30,127		61,322	
Retirement	638,319	369,499	91,220		177,600	
Other Fringe Benefits	21,544	14,129	2,508		4,907	
Computer Services—Comm.	295				295	
Computer Services—State	134,036	60,789	1,800		71,447	
Other Contractual Service	1,424,300	625,134	118,956		680,210	
Rents	143,161	73,461	267		69,433	
Commodities	266,578	167,991	21,326		77,261	
Grants—Subsidies—Pensions	8,336,889	595,450	1,453		7,739,986	
Buildings and Improvement	927		927			
Equipment	143,836	95,542	7,222		41,072	
Interest—Debt Retirement	14	14				
Transfers to Other Funds	50,028	153	13,361		36,514	
TOTAL EXPENDITURES	15,509,255	4,540,258	871,340		10,097,657	

DIVISION OF HEALTH ENGINEERING

DONALD C. HOXIE, DIRECTOR

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Sta. #10, Augusta, Maine 04333
Established: 1936 *Sunset Review Required by:* 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144E; *Citation:* 22 M.R.S.A., Sect. 2491
Average Count—All Positions: 37 *Legislative Count:* 9

PURPOSE: The Division of Health Engineering serves the entire state resident and visitor population through the four major programs which are reported in the Program. In addition, the Division staff provides administrative and clerical assistance for the Board of Licensure of Water Treatment Plant Operators and the Radiologic Technology Board of Examiners.

ORGANIZATION: The Division of Sanitary Engineering was formed previous to 1942 to administer the state plumbing code, investigate water related problems and complaints posed to the Bureau of Health. The name was changed to Division of Health Engineering in 1972.

PROGRAM: The Division of Health Engineering serves the entire state resident and visitor population through the following four major programs. In addition, the Division staff provides administrative and clerical assistance for the Board of Licensure of Water Treatment Plant Operators, and the Radiologic Technology Board of Examiners.

Community Environmental Health Program. The population living in Maine communities is exposed to a variety of health hazards from biological, chemical and physical agents. This program addresses the following potential health hazards from these agents:

a. Biological Hazards—Food-borne diseases are caused by incubation in foods of certain strains of bacteria commonly found in the environment. Molds, yeasts, parasites, etc. are of biological origin and may cause illness and death. Pseudomonas, swimmers' itch, eye infection, etc. are identified as being transmitted in public swimming pools and spas. Communicable diseases may be transmitted from open sores, the respiratory tract, and/or the digestive tract of persons handling food ingested by the general public. Biologically unsanitary conditions can occur in relation to tattooing, mass gatherings, camping, etc.
b. Chemical Hazards—Severe cases of food poisoning have occurred when pesticides or other chemicals have been spilled accidentally or have contaminated food or water. Lead-based paint in older residences have caused brain damage to young children. Carbon monoxide and oil fumes can contaminate breathing air supplies from poorly-maintained air compressors. Dyes used in tattooing may cause allergic effects or may be carcinogenic.
c. Physical Hazards—Electrical injuries are common from poorly grounded appliances and over-loaded electrical circuits.

The Community Environmental Health Program has a long history of surveillance of food and lodging services provided by Maine's recreational industry. Over the years, the Legislature has directed the Division to license an ever-increasing number of related establishments, such as school lunch programs, vending machines, boys and girls camps, etc. More recently, enabling Legislation related to monitoring air quality from SCUBA compressors and the condition of residential buildings painted with lead-based paint has been enacted and added to the responsibility of this program. General sanitation complaints received by the Division are directed to this program for investigation. Other areas of program interest include consumer products safety, consumer protection, and community noise control.

Drinking Water Program. Inadequate water supply systems can and do result in potential health related problems. Such systems can subject the population to biological, chemical, and physical hazards as follows:

a. Biological Hazards—A multitude of biological organisms are present in all untreated water supplies. Through chlorination and filtration, most of these organisms are eliminated. Due to the wide variety of organisms present, the mechanism for detecting bacteria in water is through an "indicator" organism known as coliform bacteria.

Generally speaking, if coliforms are present, it can be assumed that other, possibly harmful, organisms are present. The current standard for bacteria sets the monthly average for coliform bacteria at 1 colony per 100 millimeter sample.

b. Chemical Hazards—The Safe Drinking Water Act requires the periodic testing of drinking water for ten inorganic chemicals (arsenic, barium, cadmium, chromium, fluoride, lead, mercury, nitrates, selenium, and silver) and six organic chemicals (endrin, lindane, methoxychlor, toxaphene, 2, 4, —D and 2, 4, 5, —TP silvex). Studies carried out by the U.S. Environmental Protection Agency have identified as many as 20 potentially hazardous organic compounds in water supplies which are considered properly protected. Additional testing required by public water supplies are sampling for trihalomethane chemicals. Trihalomethanes are compounds formed when chlorine is added to water and is due to the presence of naturally occurring substances in the raw water source such as humic acid and folic acid. Excessive amounts of trihalomethanes are known to be carcinogenic and consequently the state has set a maximum contaminant level of 100 ppb (parts per billion) for public supplies. Groundwater supplies are not expected to have any appreciable levels. Pesticide evaluations have been conducted for surface and groundwater supplies.

c. Physical Hazards—Several physical aspects of drinking water such as temperature, color, taste, etc., may be objectionable to the public. However, the only physical aspect that presents a hazard to health is turbidity. Turbidity is a measure of the water's cloudiness, normally brought about by suspended silt and clay particles. Turbidity has been shown to interfere with the disinfection process, and has therefore been set at a maximum of 1 turbidity unit. An additional physical hazard encountered in drinking is radon gas and other radionuclides.

The Drinking Water Program provides surveillance of water quality and renders technical assistance to Maine public water utilities. In 1976, the Department accepted primacy for regulating community and non-community water supplies, as defined in the Federal Safe Drinking Water Act of 1974. Rules were adopted for the first time in 1977, and more frequent sampling of many additional water supplies is now required. The program's focus is primarily on water served to the general public for consumption. A secondary role is the interpretation of water analyses for the private sector.

In the public sector, the Drinking Water Program staff monitors the water quality of approximately 400 community supplies which serve residential users, and approximately 2,500 non-community supplies which serve transient populations throughout the year. The program staff also monitors permitted cross-connections between industrial accounts and public water supplies, bottled water installations, fluoridation of school and public water supplies, and enforces the certification requirements as promulgated by the Board of Licensure of Water Treatment Plant Operators. Education of these operators is a major function of this program.

In FY 85, the program staff accomplished the following major operating objectives: (1) direct assistance on changes in methods of water disinfection to implement improved methods; (2) issued three engineering study and/or compliance orders for serious violations; (3) implemented an improved Giardia identification and control capability resulting from a serious outbreak; (4) implemented a compliance plan for the state to prioritize programmatic response to violations; (5) expanded the capabilities of the Model State Information System (MSIS) to allow on-line access to public water supply inventory information; (6) implemented the total trihalomethane regulations and continued activities to reduce levels; (7) implemented a monitoring program for sodium in public water supplies; (8) inspected for certification of the private laboratories in the state; (9) conducted sanitary surveys of selected public water supplies in the state; (10) conducted various operator training seminars across the state; (11) reported analysis results to people across the state; (12) provided technical assistance to both the private and public sector in reference to drinking water problems; and, (13) monitored all public water supplies for compliance with the Safe Drinking Water Act.

The Department hired personnel to better address private water concerns and implemented rules relating to testing of private water supplies for potentially hazardous contaminants. The Department will pay qualified costs of analysis after the initial testing, to a maximum of $150, has been borne by the applicant. Initial testing fees may be waived for those who are food stamp qualified. Implementation of a data processing procedure has enabled significant improvement in retrieval of information and interpretation of results for private water analysis performed at the Public Health Lab.

Radiological Health Program. This program is divided primarily into three areas: (1) environmental surveillance, (2) x-ray machine registration and inspection, and (3) emergency response operations related to Maine Yankee Atomic Power Company.

(1) There are 9 stations that are monitored on a monthly basis with an additional 52 stations that are checked quarterly. The primary purpose of this monitoring is to determine background radiation levels within 50 miles of Maine Yankee Atomic.

(2) X-ray Registration: The Department currently has registered approximately 1800 x-ray facilities. Proposed rules, due to go into effect January 1, 1986, details specific inspection and registration requirements.

(3) Emergency Response: The Maine Yankee emergency exercise, conducted yearly, allows the Department to assess the off-site monitoring program. This joint effort between Maine Yankee Atomic, Civil Emergency Preparedness, and the Division of Health Engineering tests the responses of various agencies, including the Department of Environmental Protection, and the Department of Agriculture.

Other efforts of the program are in the area of radon monitoring and interpretation, blood-lead (leaded house paints) problems, and the licensing of radiologic technologists.

The primary objective of FY 86 is to effect the proposed rules, to apply for agreement state status with the Nuclear Regulatory Commission, and to work with the Low-level Waste Site Commission in their work to determine a low-level radioactive waste disposal site.

Wastewater and Plumbing Control Program. Improperly installed plumbing and subsurface wastewater disposal systems can subject man to many biological, chemical and physical health hazards. The following is a description of these hazards:

a. Biological Hazards—Domestic wastewater has the potential of containing one or more of 100 known intestinal viruses, plus a number of other water-borne micro-organisms capable of causing diseases and/or illness in man, such as typhoid, cholera, hepatitis, poliomyelitis, and bacillary dysentery.

b. Chemical Hazards—The chemistry of domestic wastewater is so complex and variable that it will be illustrated by the following list of substances one might expect to find in domestic wastewater: detergents, soaps, greases, foods, beverages, drain cleaner, oven cleaners, bleaches, ammonia, polishes, floor and furniture waxes, ink, insect sprays, wetting agents, sputum, vomit, mucus, toothpaste, urine, fecal material, paper, sanitary napkins and, in general, any liquid or semi-liquid substance found in the typical household.

c. Physical Hazards—Most physical hazards are associated with plumbing rather than with subsurface wastewater disposal. Of particular concern is ensuring that: (1) devices for heating and storing water are installed so as to guard against dangers of explosion or over-heating; (2) plumbing is installed so as to guard against backflow and syphonage of wastewater into the drinking water supply system; (3) plumbing is installed so as to guard against the leakage of toxic and explosive gases back into the occupied portions of the home, etc.; (4) plumbing is installed in a manner to permit easy cleaning and maintenance and to prevent damage to the buildings' structural components which may result in rendering buildings unsafe.

The Wastewater and Plumbing Control Program dates back to 1933 with the adoption of the first plumbing code for interior plumbing. Septic tanks, cesspools, and direct discharges were first addressed in the Maine Plumbing Code in 1941. Today, under legislation adopted in 1973, the program assists each town in Maine to administer a municipal plumbing control program by providing technical assistance and record-keeping services. All municipal plumbing inspectors are examined and certified under program auspices. The program staff also examines and licenses professionals who design subsurface wastewater disposal systems. In cooperation with the Plumbers' Examining Board and municipal plumbing inspectors, the staff is responsible for assuring that all plumbing and subsurface wastewater disposal systems installed in Maine do not create a public health, safety, or environmental hazard.

In FY 85, the program staff accomplished the following objectives:

1. Maintained the existing level of plumbing and subsurface wastewater disposal rules interpretation and enforcement.
2. Programmed a mini-computer: to maintain an adequate accountability of permits, to provide a receipt of municipal treasurers and a State-wide statistical summary, and to record the number of permits and fixtures per Master Plumber.

3. Conducted public hearings on February 1, 1985 and June 5, 1985 to discuss proposed changes to the Rules.
4. Microfilmed historical files of all permits, engineering designs and documents.
5. Provided public information about the program through forums, newsletters, news media, seminary and correspondence.
6. Assisted municipalities in the enforcement of applicable Rules with investigation of specific problems, preparation of court complaints or as expert court witness.
7. Certified Local Plumbing Inspectors through written examinations.
8. Certified Local Plumbing Inspectors and Code Enforcement Officials in court procedures.
9. Administered written and field examinations for candidates as Licensed Site Evaluators.
10. Investigated complaints against Site Evaluators and initiated appropriate legal action when determined necessary.

Public Health Standards.

The issue:

The need for establishing levels of contamination which will not endanger the health of the general public is becoming an increasingly difficult and complex matter. With the advent of microprocessing and greater sophistication in analytical technology we are now able to detect the presence of contaminations in water at increasingly lower concentrations each day. Our new ability to detect contaminants, especially organic chemicals, coupled with a much greater awareness and fear on the part of the general public concerning the presence of these contaminants has placed a great emphasis on the need for standards which will reduce the risk of illness to negligible levels.

The response:

The setting of standards for drinking water quality is not a new phenomenon. Since 1973 the Department of Human Services has been promulgating regulations which set standards for drinking water quality in public water supplies. Although standards may change as knowledge of their health effects is updated, interestingly enough many of the inorganic chemical standards have not changed in over 20 years. Currently there are standards for bacteria, turbidity, 11 inorganic chemicals, 6 pesticides, and certain radiological contaminants (not including radon).

Bacteriological Standards—Coliform bacteria traditionally have been the bacteriological tool used to measure the occurrence and intensity of fecal contamination in stream-pollution investigations for nearly 70 years. The total coliform group is deemed to merit consideration as an indicator of pollution because these bacteria are always present in the normal intestinal tract of humans and other warm blooded animals and are eliminated in large numbers in fecal wastes. Thus, the absence of total coliform group bacteria is evidence of a bacteriologically safe water.

Turbidity Standard—The standard for turbidity is based upon knowledge that (1) particulate matter in water interferes with effective disinfection, (b) the maintenance of a low turbidity permits distribution with less likelihood of increasing taste and odor problems, (c) regrowth of microorganisms in a distribution system is often stimulated if organic matter is present, and (d) the maintenance of a low turbidity water throughout the distribution system will facilitate the provision of proper chlorine residual.

Chemical (Inorganic) Standards—In general, limits are based on the fact that the substances enumerated represent hazards to the health of man. In arriving at specific limits, the total environmental exposure of man to a stated specific toxicant has been considered. An attempt has been made to set lifetime limits at the lowest practical level in order to minimize the amount of a toxicant contributed by water, particularly when other sources such as milk, food, or air are known to represent the major exposure to man.

Pesticides Standards—With the exception of methoxychlor in which human study data is available, the approval limits for chlorinated hydrocarbons in drinking water have been calculated primarily on the basis of the extrapolated human intake that would be equivalent to that causing minimal toxic effects in mammals. This extrapolated amount is then adjusted by a safety factor which is assigned based upon the degree of comparable human data available. This approach is also used for the determination of exposure levels for most other organic chemicals including the chlorophenoxy herbicides.

Radiological Standards—Radiological standards are based upon the assumption of a linear dose-response curve. From observed health effects produced from high levels of exposure we can then extrapolate low level standards at a point when the risk is deemed to be at an acceptable level. The actual concentrations of specific isotopes are then calculated based upon the

capacity of that specific isotopes to produce that level of irradiation. Allowable annual doses from man-made radionuclides are set many times lower than that from the naturally occurring radionuclides.

LICENSES, PERMITS, ETC.:

Licenses:
- Eating Places
- Eating & Lodging Places
- Eating Place Mobile
- Vending Machines
- Eating Place & Vending Machines
- Catering Establishments
- Eating Place & Catering
- Vending Machine Commissary
- Lodging Place (rooms in private homes if more than 3 rooms rented)
- Motels-Hotels
- Cottages (if more than 3 cottages are rented)
- Self-contained R.V.'s only
- Trailer and Tenting
- Recreational Camps
- Day Camps
- Boys Camps
- Girls Camps
- Boys and Girls Camps
- School Lunch
- School Lunch and Catering
- Class "A" Tavern
- Vending Machine Location
- Senior Citizens Meals
- Eating Place Takeout
- Tattooing Parlors
- Narcotic Manufacturers
- Compressed Air (for self-contained breathing apparatus)
- Electrology

Permit:
- Mass Gatherings

Certificate:
- Local Plumbing Inspector
- Code Enforcement Official—Court Procedures
- Site Evaluator

Registration:
- Swimming Pool (public)
- Hot Tubs (public)
- Ioning Radiation

Approval:
- Fluoridated Water Supply
- Public Water Supply

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF HEALTH ENGINEERING (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	70,039		70,039			
Health Benefits	3,961		3,961			
Retirement	10,941		10,941			
Other Fringe Benefits	256		256			
Computer Services—State	168		168			
Other Contractual Service	17,820		17,820			
Rents	9,896		9,896			
Commodities	1,199		1,199			
Transfers to Other Funds	1,824		1,824			
TOTAL EXPENDITURES	116,104		116,104			

OFFICE OF HEALTH PLANNING AND DEVELOPMENT

GORDON A. BROWNE, DIRECTOR
MICHAEL REID, Ph.D., Director, Planning and Administration

Central Office: 151 Capitol St., Augusta *Telephone:* 289-2716
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1976 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144N; *Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 34 *Legislative Count:* 19

Organizational Units:
Division of Planning and Administration
Division of Data and Research
—Office of Vital Statistics
Division of Project Review

PURPOSE: The purpose of this program is two-fold. First, the State Legislature and the U.S. Congress have identified increases in the costs of health care as a cause of concern to them. This program is designed to restrain such increases through the careful review of proposals for new health care services and facilities to ensure that duplication and excess supply of certain services and facilities do not occur. The program has recently been directed to also promote competition in the health care sector where it can be shown to be a means of restraining the growth of health care costs. Second, the program aims to achieve the rational allocation of health care resources (facilities, services, personnel). This is to be accomplished through a complex planning process using the best available data. The process involves many public and private organizations and consumers and providers of health care in the development of the *State Health Plan for Maine.* The *Plan* is the basis for guiding the development of health care resources to ensure that needed services of high quality are available to all Maine residents at a reasonable cost.

The legal authority for the preliminary State health plan and the State health plan is Title XV of the Public Health Service Act. Title XV also requires the creation of a State Health Planning and Development Agency (SHPDA) (in Maine, the functions of the SHPDA have been assigned to the Office of Health Planning and Development) and a State-wide Health Coordinating Council (SHCC). The planning efforts of these bodies culminate in a comprehensive plan for each State—the State health plan.

The Maine Legislature amended the Maine Certificate of Need Act (22 M.R.S.A. §301 *et seq.)* in 1982. The amended Act provides for the Department of Human Services to review and approve or disapprove applications for major changes in the health care system (such as capital expenditures of $350,000 or more or the provision of new services). The Office of Health Planning and Development has been administratively assigned responsibility for implementing the provisions of the Act and for making recommendations to the Commissioner of the Department concerning applications for Certificates of Need. The Department adopted procedures under the Administrative Procedures Act for use by the Office in implementing the amendments to the Act.

During fiscal year 1981-82, the Office was administratively assigned responsibility for operation of the Office of Vital Statistics and for implementation of the provisions of 22 M.R.S.A. and 19 M.R.S.A. as they relate to the registration of vital statistics. The Office of Vital Statistics is described in the next section of this report.

ORGANIZATION: The Maine Department of Human Services was designated and funded as the State health planning and development agency in July, 1976 and has received continued state and federal designation and funding since then. The Bureau of Health Planning and Development was created to carry out the functions of the State Health Planning and Development Agency. Its first director was employed in November, 1976. In 1984, the Bureaus of Medical Services and Health Planning and Development were combined, and the Bureau of Health Planning and Development became an Office in the Bureau of Medical Services. The Office has three component divisions. Planning and Administration, Data and Research and Project Review. In February, 1982, operations and staff of the Division of Research and Vital Records, including the Office of Vital Statistics, were transferred into the Division of Data and Research.

The Maine State Health Coordinating Council (the Council) was established by Governor James Longley and held its first meeting in October, 1976. The Council has 29 members, with the following composition:

	Consumer	*Provider*	*Total*
Appointments by the Governor	17	11	28
Veterans Administration representative (ex officio)	0	1	1
Total	17	12	29

PROGRAM: The Office of Health Planning and Development is composed of three divisions: Planning and Administration, Data and Research and Project Review.

Division of Planning and Administration. During the Fiscal Year 1984-85, the Division provided administrative support to all sections of the Bureau. The Division also developed proposed revisions in the *State Health Plan* with the assistance of public agencies and private organizations representing consumers and providers of health care. The Division researched, edited, and produced the Plan.

The Division monitored the implementation of plan recommendations, and provided technical assistance to health care facilities. The Division of Planning and Administration also provided staff support for the Maine State Health Coordinating Council. This included the orientation of new members and staffing the meetings of the Council and its three active standing committees and planning subcommittees. Extensive research and coordination was required to assist the Council in its deliberations and decisions.

The Department continued its contract with the federal government whereby the Department assumed responsibility for administering the National Health Service Corps program in Maine. The Division of Planning and Administration was assigned the staff functions for implementing this contract. In 1983 and 1985, the Legislature amended the Maine Medical Compact Act to give the Commissioner of Human Services responsibility for designating underserved rural primary care areas for purposes of forgiveness of medical students' obligations to the State. The Commissioner assigned the staff work for designation to the Division of Planning and Administration.

Division of Data and Research. A major function of this Division last year was continuing to develop core data needs for health planning and program management. Specific projects included vital statistics, population estimates and projections, demographic information, health

status indicators, health care expenditure figures, health manpower and resource inventories, health facility utilization and occupational health profiles. The Division continued to develop an overall data system for health planning and cooperated with many other health agencies in data collection. Staff also provided research, statistical and technical services within the Office and to other Bureaus in the Department. The Division administers the Maine Occupational Health Surveillance Project in cooperation with the National Institute for Occupational Safety and Health. The Division published a number of statistical reports and directories. The publication section of this report contains a partial list of titles.

Division of Project Review. This Division's primary function is to review and provide recommendations to the Commissioner of the Department of Human Services for his approval or disapproval of proposed major changes in the health care system as specified in the Maine Certificate of Need Act of 1978 as amended and Section 1122 of the Social Security Act. Staff also reviews and comments on federal health program applications. These functions are of a continuing nature. The staff publishes and revises procedural manuals to conduct such reviews. The decisions affect both health care facilities and institutional health services.

During calendar year 1984, the Division of Project Review processed 128 proposals for new health services and/or health care capital expenditures involving a proposed total of $44,575,536. Of those considered, 57 ($3,732,818) were not subject to review under the Maine Certificate of Need (CON) Act or Section 1122 of the U.S. Social Security Act. The Department, as required by law, elected not to review 35 proposals ($5,137,265) which were only subject to review under provisions of Section 1122. (An amendment to the Maine CON Act effective January 1, 1983 requires that the Department waive review of such proposals, unless they are also subject to CON review.)

A total of 33 full applications were reviewed ($35,657,598), including 28 approved as submitted ($10,187,954) and five (5) approved after review staff negotiated $4,744,230 in cost reductions (final total of $20,725,414). No applications were disapproved, although one was withdrawn by the sponsor prior to receiving a decision ($6,265) and two applications were declared automatically withdrawn ($41,590), after being inactive for one year when sponsors failed to submit additional, required information. The capital costs avoided through agreed-upon project reductions and withdrawals totalled $4,792,085 or 13.4% of the proposed expenditures subject to full review.

LICENSES, PERMITS, ETC.:

Under the "Maine Certificate of Need Act of 1978," 22 M.R.S.A. §301 *et seq.*, the Office of Health Planning and Development performs research and makes recommendations to the Commissioner of Human Services to either issue or deny a Certificate of Need for proposed major construction or modifications of health care facilities and changes in health care services.

PUBLICATIONS:

State Health Plan for Maine*
Procedures Manual, Section 1122 of the Social Security Act, October, 1977—Free
Maine Certificate of Need Procedures Manual, Amended—free
Population Estimates by County, 1983*
Maine Health Facilities: Resources and Utilization, 1983*
1985 Certificate of Need Report: Approved Beds in Hospitals and Nursing Homes*
Maine Dentists, 1982*
Guide to Health Information—State Government, 1985*
Population Projections by Minor Civil Division, Sex, Age and County, 1984-1983*
A Capsule of Health Information, 1983*
Methodology for Population Projections by Age Group and Sex for Counties and Minor Civil Divisions*
Maine Occupational Health Surveillance Project—Selected Annual Profiles, 1982*
*Limited number distributed free; additional printings available upon request at cost.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

BUREAU OF INCOME MAINTENANCE

PAUL A. LeVECQUE, DIRECTOR

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2415
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1954 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144B; *Citation:* 22 M.R.S.A., Sect. 3101

Average Count—All Positions: 446 *Legislative Count:* 509

Organizational Units:

Support Enforcement and Location Unit
Quality Control Unit
Fraud Investigation Unit

AFDC
Food Stamps
Medicaid Eligibility

General Assistance

PURPOSE: Through the authority vested in the Commissioner of Human Services, the primary responsibilities of the Bureau of Income Maintenance are to administer State income maintenance programs, including Aid to Families with Dependent Children (AFDC), the Food Stamp program, General Assistance, Medicaid eligibility, optional grants to Supplemental Security Income recipients. The Bureau also enforces Child Support Enforcement and Location laws; and administers the Catastrophic Illness program authorized by the 106th Legislature. Furthermore the Bureau supports the development of management information systems and other management control systems; and finally, administers quality control activities as required by Federal Regulation.

ORGANIZATION: The Bureau of Income Maintenance originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed Department of Public Welfare, and in a major reorganization of State Government in 1931, the Department became the Bureau of Social Welfare within the newly created Department of Health and Welfare. These central office units provide staff support to the Department's five regional offices. While the Bureau is recognized by statute as an administrative unit of the Department of Human Services, its internal structure and functions are subject to the discretion of the Commissioner.

With the establishment of a Departmental Division of Policy and Program Liaison (Office of Management, Budget and Policy), the Administrative Services Unit was phased out and the Work Incentive Program Unit integrated with other Bureau programs. The Bureau of Social Welfare was renamed Bureau of Income Maintenance by 110th Maine State Legislature to be effective September 18, 1981.

Since March 29, 1982 all regional offices of Income Maintenance are directly responsible to the Office of the Director. Previously they were responsible to the Deputy Commissioner of Social and Rehabilitation Services.

PROGRAM: The most significant accomplishments of the Bureau during FY 85 were: continued decrease in error rate in the Aid to Families with Dependent Children Program; increase in child support collections from absent parents; implementation of formal administrative review in municipal administration of General Assistance.

Aid to Families with Dependent Children (AFDC). The AFDC program provides financial assistance to needy families deprived of parental support and care due to incapacity or absence from the home of a parent. This is a categorical assistance program based on seventy percent federal and thirty percent State funding. During FY 80, the Income Maintenance Unit processed applications and conducted periodic reviews through the regional offices of the Bureau of Social Welfare at the rate of 1,000 applications per month. The Unit's active caseload averaged 19,000 cases. Policy, which must comply with federal regulations, is established centrally and carried out through the regional offices. Effective October 1985 AFDC for unemployed was started.

Support, Enforcement, and Location of Absent Parents Unit. This is a section of the Bureau with responsibility to accept referral from field staff in the AFDC program where parents, usually fathers, are not contributing to the care of their legal dependents. The main objective of the

Unit is to ensure enforcement of court orders; a statutory change enacted by the 107th Legislature provides additional legal authority.

Food Stamp Program. This program is also administered through the Department's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the Federal Government, fifty percent by the State Government.

Quality Control Review and Planning. This section of the Bureau is responsible for taking a statistically valid sample from the AFDC, Food Stamp and Medicaid caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health, Education, and Welfare, and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, overpayments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

Optional Grants to Supplemental Security Income Recipients (SSI). Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial assistance program for the Aged, Blind and Disabled. On that date, administration of the program was transferred to the U.S. Social Security Administration and is now known as the SSI program. However, a problem occurred in that the level of payment in the program, while benefitting some persons, was lower than had been met by the former State program. By act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Income Maintenance Unit is responsible for contracting necessary agreements with the Federal Government for the SSI supplementation.

The State Supplemental Security Income Program is now administered by the U.S. Department of Health, and Human Services, Social Security Administration, on behalf of the State of Maine, using Maine funds which are forwarded to the U.S. Treasurer, monthly by the Department of Human Services' Bureau of Administration.

Medicaid Eligibility and Catastrophic Illness Program. The Bureau is responsible for program development and setting eligibility policies in these programs. The establishing of eligibility for the State Medicaid program is accomplished by the Department's regional offices. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial.

General Assistance. Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the more than 400 municipalities in the State. Under a formula system, the Department of Human Services under the law reimburses municipalities ninety percent of their expenditures over .0003% of the municipal tax evaluation. In reality, some municipalities with a high tax base receive little or no reimbursement and municipalities with a low tax rate receive reimbursement at a high rate. Total costs of this general assistance involve approximately forty percent State and sixty percent municipal funds except for administrative costs of municipalities which are not reimbursable.

In addition, there are 418 unorganized towns in Maine with no formal government. In these areas, general assistance is administered by agents under contract to the Department and supervised by the General Assistance Section. Payment of general assistance costs in these areas is absorbed one hundred percent by the State.

The General Assistance Section of the Income Maintenance Unit has basic responsibility for reviewing validity of local agency claims, conducting audits and conducting administrative reviews as well as offering consultation to municipal officials in establishing standards of need.

PUBLICATIONS:

Policy Manuals—$5.00 per copy

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INCOME MAINTENANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,177,639	783,317	308,226		2,086,096	
Health Benefits	185,910	40,209	13,858		131,843	
Retirement	496,683	124,755	45,930		325,998	
Other Fringe Benefits	17,078	3,583	809		12,686	
Computer Services—State	447,562	255,291	69,102		123,169	
Other Contractual Service	1,244,676	642,372	8,053		594,251	
Rents	30,569	6,996			23,573	
Commodities	18,268	10,215			8,053	
Grants—Subsidies—Pensions	106,027,965	40,213,115	14,004,732		51,810,118	
Equipment	17,457		16,924		533	
Transfers to Other Funds	53,417		4,174		49,243	
TOTAL EXPENDITURES	111,717,224	42,079,853	14,471,808		55,165,563	

OFFICE OF MANAGEMENT AND BUDGET

JOHN D. WAKEFIELD, DEPUTY COMMISSIONER

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144M; *Citation:* 22 M.R.S.A., Sect. 3
Average Count—All Positions: 256.5 *Legislative Count:* 271.5

PURPOSE: The primary function of the Office of Management and Budget is to provide general administrative and financial management services for the entire department.

ORGANIZATION: The major divisions of the Office of Management and Budget are as follows: the Division of Fiscal Services, the Division of Audits, the Division of Personnel and Labor Relations, Affirmative Action, Staff Education and Training, Data Processing, State Employee Assistance Program, and the Division of Regional Administration.

PROGRAM:

The program of the Department of Human Services is accomplished through its various components:

Division of Data Processing. The Department of Human Services (DHS) is the largest user of the State's central computer. The Division faces an increasing demand for information, and for system changes to support new and changed programs for central and regional office needs. It is also a continual training environment because of competitive attrition. Consequently, the management need for efficient administration which is also sensitive to new technology assumes an ever increasing importance.

The need is attended by the internal organization into three functional sections—Data Entry, Data Control, and Systems & Programming. The Systems & Programming section has six units. Five of these develop, operate and maintain all Departmental computer programs. The sixth unit is responsible for data base management and controls.

The study of programs, policy, and procedure in the relationships within the Department, between the Department and external systems, and between the Division and Central Computer Services is an on-going process. It enables updating and/or development of data systems and standards, and communications systems. This supports progress toward efficient use of resources and also toward keeping up with the changing state of the computer art.

Affirmative Action Office. The Affirmative Action Officer (AAO) is responsible for the Department's compliance with all applicable state and federal laws, rules and regulations regarding equal employment opportunity. To do this, the AAO monitors and updates the Department's Affirmative Action Plan and monitors hiring practices in the Department. The monitoring involves the use of an expanded certification and coding system which is coordinated by the Department of Personnel. This system enables the AAO to monitor and track applicant flow and build an improved data base for affirmative action goals.

The AAO also handles internal grievances and complaints that allege discrimination by the Department. The AAO represents DHS at administrative hearings as necessary when complaints are made to outside compliance agencies.

The Affirmative Action Officer provides formal training for supervisors regarding Employee Interviewing and Selection Techniques and Affirmative Action Legislation and Regulations. In addition, the AAO provides information and guidance to individual supervisors with specific questions. The AAO also participates in the delivery of training for all employees in the Department, including Assertiveness Training. A special component on dealing with sexual harassment is included in the assertiveness program.

The Affirmative Action Officer also provides basic career counseling to employees of the Department to assist in their professional growth and development.

Audit Division. The Department of Human Services Audit Division is made up of two units, the Social Service Audit Unit and the Health Care Audit Unit.

The Social Service Audit Unit completes audits of grants and contracts of the Bureaus within the Department and their funding sources as follows:

Bureau of Social Services — Title XX, USDA, and Residential Treatment Costs; Bureau of Maine's Elderly — Title III-C, SCEP, State L.D.'s, and PSSP; Bureau of Rehabilitation; OADAP; Bureau of Health — Maternal and Child Welfare and WIC; Bureau of Medical Services—Medicaid Programs.

These grants and contracts represent an agreement between non-profit provider agencies and the Department of Human Services. The audit verifies payment to agencies, determines that the purpose for which the funds were expended were proper, and that the terms of the contract were observed. This audit process serves to assure that the providers observe adequate fiscal standards in agency operations and that the services are available at a reasonable cost.

The Health Care Audit Unit audits hospitals, nursing homes, nursing homes for the mentally retarded, boarding homes, home health agencies, and EPSDT units on an annual basis, for the purpose of determining the "reasonable cost" of providing care and the determination of an annual settlement. The settlements for the hospitals, home health agencies, boarding homes, skilled nursing facilities, and EPSDT units are all made on the Retrospective System. For the intermediate care facilities (ICF) and the intermediate care facilities for the mentally retarded (ICF/MR) reimbursement is made on the Prospective System where a rate is assigned by the Division of Audits in advance of the operating year based on a selected inflationary factor and the nursing home costs are limited to that basis as a maximum operating rate. These facilities are audited annually and any savings between the assigned rate and the actual operating rate is shared with the Department with the amounts being determined at audit. The Health Care Audit Unit is responsible for assigning these rates both on the Prospective System for the ICF and ICF/MR facilities and the Retrospective System for the skilled nursing facilities and boarding homes. The unit is also available to handle other specialized audits of Health Care Programs, such as, services provided by physical and occupational therapists, physicians, pharmacies, etc.

Staff Education and Training Unit. The Staff Education and Training Unit has primary responsibility for providing in-service training for Department of Human Services personnel. Unit staff deliver the majority of generic training programs and provide coordination and support for all Departmental training efforts by working with program administrators and field staff. The Unit identifies, trains and coordinates the efforts of other Departmental personnel who may serve as trainers, for brief periods. The Unit also maintains a continuously updated inventory of highly specialized contract trainers. Training programs are presented around the State, utilizing state facilities when possible. Programs are available to virtually every employee of the Department who participate in an annual needs assessment. The training topics cover such varied areas as basic skills and knowledge, career development, individual development as well as highly specialized programs such as Identification of Child Abuse, Legal Skills and Foster Parent training. Funds are available to support employee participation in undergraduate and graduate courses, external workshops, seminars and other educational programs. Atten-

dance at such programs is recorded on a Staff Training Record System, and Continuing Education Units are awarded to help meet professional development needs.

Employee Assistance Program (EAP). The Employee Assistance Program provides confidential counseling services and can locate and identify related assistance for Maine State employees whose job performance, as a result of personal difficulties, has declined. The EAP is intended to aid those employees whose personal problems—of any nature—are having a detrimental effect on job performance. Since family concerns are as likely to have an effect on performance as are the employee's own personal problems, the program is also open to members of an employee's immediate family.

As a matter of policy, the State recognizes alcoholism as a progressive disease for which there is effective treatment. For purposes of this program, alcoholism is defined as an illness which definitely and repeatedly interferes with an employee's job performance and health. The State's concern with alcoholism is strictly limited to its effect on the employee's job performance. Whether an employee chooses to drink or not to drink is not of concern to the State.

The EAP does not in any way alter management's or a union's responsibility or authority. Employee participation in the EAP in and of itself does not affect employment or career advancement, nor does participation negate established disciplinary procedures.

The EAP is available to employees and their families, who are encouraged to use this resource on a voluntary basis for help with personal problems. In other cases, however, an employee's performance may deteriorate to the point that the supervisor recommends the employee see an EAP counselor to determine if the program can be of assistance. A supervisor would make this recommendation when existing procedures document that the employee's performance is declining. At this point, an EAP counselor meets with the employee, and attempts to identify the problem and suggest a means to solve it. In most cases, the EAP counselor serves as a link to existing community resources which can provide the specialized assistance he or she needs.

There will be no cost to the employee for the services provided by the EAP counselor. Outside counseling and related services will be made available to the participating employee at various costs. An employee's health insurance may cover all or part of the expenses of treatment received after referral. In other cases, community resources may base their fee schedule on a sliding scale, corresponding with ability-to-pay.

No records of counseling, diagnosis, referrals or results shall be maintained in the personnel records of individuals who avail themselves of assistance services.

Supervisors and employee representatives will be jointly trained in the principles and procedures of the EAP as well as during their on-going training. Non-supervisory employees will be familiarized with the program through orientation sessions, through contact with their supervisors and union stewards, and through management of labor notices.

FINANCES, FISCAL YEAR 1985. The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF MANAGEMENT AND BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,276,189	1,381,947	18,567		1,875,675	
Health Benefits	182,861	77,893	884		104,084	
Retirement	514,280	213,469	2,347		298,464	
Other Fringe Benefits	16,381	5,864	69		10,448	
Computer Services—State	198,989	144,765	15		54,209	
Other Contractual Service	561,737	165,708	17,497		378,532	
Rents	76,349	21,146			55,203	
Commodities	195,562	15,156	4,337		176,069	
Grants—Subsidies—Pensions	13,201	191			13,010	
Equipment	77,895	2,794	19,103		55,998	
Interest—Debt Retirement	16				16	
Transfers to Other Funds	47,073		695		46,378	
TOTAL EXPENDITURES	5,160,533	2,028,933	63,514		3,068,086	

DIVISION OF MATERNAL AND CHILD HEALTH

JOHN C. SERRAGE, M.D., DIRECTOR

Central Office: 157 Capitol Street, Augusta *Telephone:* 289-3311
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1937 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144F; *Citation:* 22 M.R.S.A., Sect. 1950

PURPOSE: The goal of this Division is to assure all mothers in Maine access to quality maternal and child health services. The program emphasis is on low income and rurally isolated mothers and children, and chidlren who are crippled or suffering conditions leading to crippling.

ORGANIZATION: The Division of Child Health was organized as the Division of Maternal and Child Health and Crippled Children's Services within the Bureau of Health in 1937. In 1972, Medical Eye Care was added to the division and then became known as Division of Specialized Medical Care.

PROGRAM:

Division of Maternal and Child Health. The term "Maternal and Child Health (MCH) Services" refers to a group of preventive services which we consider necessary for the health of mothers and children. Because of the focus upon the health of children, these services have an indirect affect on all Maine citizens as they reach adulthood. Primary responsibility for the delivery of MCH services rests upon Maine's 386 family physicians, 75 obstetricians and 83 pediatricians working in their private offices, hospital based clinics, rural health centers and in the state's six family practice residency programs. Through its MCH Program, the Division of Maternal and Child Health works with physicians to coordinate and improve these services, make them available to as many people as possible and to encourage the development in Maine of advances in these services as they appear elsewhere in the country. Within its limited financial resources, the Division of Maternal and Child Health attempts to provide these services where they are not available through the private sector.

For many years the Division of Maternal and Child Health received a large Title V grant and most of its efforts to affect health care were through the purchasing of services and awarding of funds to various agencies across the state. Because these Title V funds (now called the MCH Block grant) have been reduced, the awarding of these funds has become only one of the ways that the Division staff utilizes to achieve its goals. The Division staff also works through the encouragement of other agencies and individuals to pursue MCH health objectives and through direct activities of its own.

There is general agreement around the country concerning the essential maternal and child health services, although some may be emphasized more than others in a particular state or region. The Division of Maternal and Child Health program is described in the following under the headings of each of these services.

Prenatal Care. The Division, with both state and block grant money, funds a reimbursement program for prenatal care for those low income women not eligible for Medicaid. Through a grant to the perinatologist at the Maine Medical Center, the Division of Child Health funds a program of continuing education for the professionals in the state who provide prenatal care. The Division also directs the state's WIC Program which provides food supplements for eligible pregnant women. The Division staff regularly monitors the utilization of prenatal care through vital statistics data, and maintains regular contact with the Executive Committee of the state chapter of the American College of Obstetrics and Gynecology to discuss common objectives.

Nutrition Counseling. The Division of Child Health employs a nutritionist who is available to all health professionals for nutrition consultation in the maternal and child health areas. The Inter-Agency Nutrition Network has been organized and publishes a monthly newsletter *"Nutrition Notes"*.

In-service education in nutrition is provided for health professionals in the state. Two brochures on child feeding and nutritional requirements in pregnant teenagers have been developed and are available to anyone who wishes them. A nutrition education package has been developed

which is offered to the state's 16,000 Girl Scouts.

WIC Program. The Special Supplemental Food Program for Women, Infants and Children (WIC) was conceived to address identified nutritionally related gestational and early childhood disorders within a high risk (low income) population. The Program provides specific nutritious foods, nutrition education and counseling to pregnant, postpartum and breast feeding women, to infants and to children (up to age 5). The Division contracts with eleven local agencies for provision of these services across the state.

Prenatal and Childbirth Education. The Division is encouraging the state's childbirth educators, a diverse group, to organize and will be providing them with continuing education and audiovisual materials.

Maternity Care. The Division of Child Health provides postpartum Rh antibody testing, and Rhogam where indicated, for low income Rh negative women. The Division also provides professional education to nurses and physicians in quality obstetric care through grants to Maine Medical Center and through its own sponsored activities. The Division encourages Perinatal Review at the hospital level through a review of the linked birth-death certificates each year and the provision of appropriate information to each hospital staff. The Division staff reviews vital statistics data each year and notes any trends. The Division assisted in a revision of the birth certificate to improve the reporting of obstetrical data.

Newborn Special Care. The Division of Maternal and Child Health is working with other interested parties to solve the problem of reimbursement of ambulance costs for transporting sick neonates. The Division of Child Health has included these costs on the Crippled Children's Program for eligible individuals and also granted a small amount to Maine Medical Center for ambulance costs.

Genetic Disease Screening. The Division of Child Health staff coordinates the services of the New England Newborn Screening Program in the state and sees to it that those infants with abnormal findings are followed up and, if affected, referred to the Crippled Children's program for evaluation. Females of child bearing age affected with PKU receive genetic counseling and are encouraged to become a part of the New England Maternal PKU study.

Parenting Education. The Division of Maternal and Child Health is concerned about the damage suffered by children from the consequences of family dysfunction. The Division funds parenting education classes for income eligible people. The Division also has funded a series of regional courses to train parenting teachers. The Division has worked with the Bureau of Medical Services to begin Medicaid funding of parenting education in three pilot sites—Sacopee Valley, the tri-county area and Aroostook County. The Division also funds public health nursing services in parts of the state to work with families at high risk of abusing or neglecting their children.

Routine Well Child Care. The Division of Maternal and Child Health through the Division of Public Health Nursing (DPHN) and through grants to other agencies funds a network of well child clinics for those children who do not have access to private physicians or other care. Well child care includes a physical examination, laboratory tests, counseling, developmental assessment and immunizations. The Division of Maternal and Child Health also provides professional education for the providers of this care throughout the state.

Immunizations. The Director of the Division of Child Health advises the Director of the Bureau of Health on immunization related matters. In addition the Division helps fund the immunization program in the Division of Disease Control. Immunizations are also provided in the well child conferences described above.

Developmental Testing. The Division of Child Health staff is attempting to standardize the screening of child development done by physicians and public health nurses through the Handbook of Standards for Preventive Child Health Care. The Division of Child Health staff also manages grants for the funding of four regional Child Development Clinics in Lewiston, Waterville, Bangor and Portland. These clinics provide a comprehensive, multidisciplinary evaluation for children 0-5 years of age who are developmentally delayed or suspected of being developmentally delayed. The Division, through membership on the Interdepartmental Coordinating Committee for Preschool Handicapped Children (ICCPHC), coordinates its activities in child development with those of the Department of Mental Health and Mental Retardation, Bureau of Mental Retardation, and the Department of Educational and Cultural Services, Division of Special Education. The Division through its membership on ICCPHC and the state D.D. Council influences the Preschool Handicapped Children's Coordination System in the state.

Genetic Counseling and Education. The Division of Maternal and Child Health through grants to the Foundation for Blood Research and the Eastern Maine Medical Center helps to

underwrite genetic testing, counseling, and diagnostic services in the state. The Division of Maternal and Child Health also helps to underwrite the cost of the Alpha feto protein screening test in Maine as a service to Maine's pregnant women and to screen autistic children for the Fragile X Syndrome. Education in genetics is provided to professionals and the public through these grants and through the Division's own education activities. The Division is working with the New England Regional Genetics Group to regionalize clinical and educational genetic services as well as to assure quality control of these services.

The Division of Maternal and Child Health helps fund the state's Hemophilia clinics.

Dental Health Education. The Division of Maternal and Child Health provides funds to the Office of Dental Health to assist interested schools in developing dental health education programs and make fluoride supplements available to children attending participating schools.

Health Education. The Division of Maternal and Child Health funds three (3) personnel lines within the Division of Health Education. The Division also funds a project to increase the awareness in the state's teachers of the benefits of family life education to their students. The Division of Child Health also provides professional and public education in health matters through its various grants and its own activities.

Adolescent Health Care. The Division of Maternal and Child Health grants funds to the Adolescent Pregnancy Coalition to provide a range of basic services to pregnant teens and teenage parents in Maine. Monies are awarded for Peer Counseling Programs through the Lewiston YWCA.

School Health Services. The Division of Maternal and Child Health funds 2 school health education consultants in the Department of Education. The Division of Maternal and Child Health conducts the Spinal Screening Training for school personnel who are selected to screen students in schools. The Division of Maternal and Child Health works cooperatively with the school nurse consultant, Department of Educational and Cultural Services in developing standards of health care for school age children.

Accident Prevention. The Division of Maternal and Child Health, through a grant to the Maine Medical Center, helps to fund Maine's Poison Control Center and through a number of small grants has provided twenty-seven hospitals with poison prevention programs aimed at young children and their parents. The Division supports the child auto safety education program, has helped hospitals establish loan programs, and will continue to work with the Department of Public Safety to increase the availability of these programs. The Division, through the Division of Public Health Nursing, helps fund programs involving Sudden Infant Death, home monitoring and lead poisoning. Counseling on home, auto and recreational safety is carried out in Well Child Conferences described elsewhere.

Handicapped Children's Program. While other Division programs are primarily concerned with primary and secondary prevention activities, the **Handicapped Children's Program** is treatment oriented and has two major components—the Crippled Children's Program and Child Development Clinics.

The Crippled Children's Program is a statewide direct service program that assists families of handicapped children in obtaining the specialized medical care they need and might not otherwise receive. Eligibility requirements include Maine residency, age, family's income status, and the presence of a selected chronic disease or condition that interferes with normal growth and effective functioning that reasonably can be improved by specialty medical treatment. The program directly provides medical case management and coordination services and authorizes specialty physician services for low income children suffering from heart disease, scoliosis, cleft lip and palate, severe hearing impairments and other handicapping conditions.

The program also administers funding to four Child Development Clinics, presently located in Bangor, Waterville, Lewiston and Portland. These clinic sites provide comprehensive, multidisciplinary evaluation and prescriptive programming services for Maine's developmentally delayed pre-school population.

Early Intervention. Children in the state who have slow development (and, therefore, a potentially handicapping condition), do not always have treatment facilities and intervention services after they have been diagnosed. The Division of Maternal and Child Health is working with the Maine Early Intervention Consortium, the Developmental Disabilities Council and the members of the Interdepartmental Coordinating Committee for Preschool Handicapped Children in an attempt to alleviate this problem.

The **Medical Eye Care Program** is a statewide program that provides specialty medical care to low income individuals with an eye disorder that would progress to blindness if not treated; limited services are available to low-income individuals with severe refractive problems.

Scoliosis. The Division of Maternal and Child Health has assumed responsibility for carrying out the activities mandated in the Spinal Screening legislation, specifically assisting the various school systems in Maine in the implementation of the law.

Family Planning Services. The Division of Maternal and Child Health supplements Title X funding of family planning services (including pregnancy testing) for people who do not have access to other health professionals providing those services. Special attention is directed toward adolescents. The Division funds the Family Planning Association of Maine to provide public and professional education; employees of family planning clinics are encouraged to participate in DMCH educational activities. The Division Director also serves on the Medical Advisory Committee of the Family Planning Association.

Public Health Nursing. The Division of Maternal and Child Health through support of Division of Public Health Nursing and through grants to other public health nursing agencies funds the services of public health nurses throughout the state. Public health nursing provides home visiting services to pregnant women, infants and children who are at high risk for developing health problems including family dysfunction. The Division of Child Health also provides professional education for the state's public health nurses.

LICENSES, PERMITS, ETC.:

Screeners Certificate—Scoliosis

PUBLICATIONS:

Maine's Child Safety Seat Program (brochure)
Frequently Asked Questions About Congenital Hypothyroidism
What Should You Know About Newborn Screening
Symptom: Night Blindness...Retinitis Pigmentosa
Genetic Counseling
Be Good To Your Baby Before It Is Born
Baby's First Food
Food Thoughts for Pregnancy During the Teen Years
MCH—A Healthy Start
The Special Supplemental Food Program for Women, Infants and Children Brochure—Revised April 1982

ALL BROCHURES ARE FREE

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLABAC system.

DIVISION OF MATERNAL AND CHILD HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	646,909				646,909	
Health Benefits	32,730				32,730	
Retirement	100,709				100,709	
Other Fringe Benefits	4,131				4,131	
Computer Services—State	47,750				47,750	
Other Contractual Service	181,225				181,225	
Rents	26,168				26,168	
Commodities	26,749				26,749	
Grants—Subsidies—Pensions	486,202				486,202	
Equipment	8,448				8,448	
Transfers to Other Funds	18,107				107	
TOTAL EXPENDITURES	1,579,128				1,579,128	

BOARD OF REGISTRATION IN MEDICINE

ALAN ELKINS, M.D., CHAIRMAN

Central Office: Eastside Professional Bldg., Augusta Rd., Winslow *Telephone:* 873-2184
Mail Address: R.F.D.#3, Box 461, Waterville, Maine 04901

Established: 1895 *Sunset Termination Scheduled to Start by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 373; *Citation:* 32 M.R.S.A., Sect. 3263

Average Count—All Positions: 4 *Legislative Count:* 0

Organizational Units:
Examiners of Podiatrists

PURPOSE: The Board of Registration in Medicine was established to safeguard the lives and health of the people of the State of Maine through regulation of the practice of medicine so as to maintain high professional standards. The primary responsibilities of the Board are to determine the qualifications of, examine, certify and register candidates desiring admission to medical practice in Maine; to license, register and biennially reregister, upon documentation of certain continuing medical education requirements and payment of specified fees, physicians and surgeons practicing medicine in Maine; to set standards of practice for physicians and surgeons and promulgate rules and regulations as deemed necessary; to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs of financial assistance to medical students; to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of probation or censure, or report its findings to the Attorney General for prosecution in the Administrative Court for suspension or revocation.

The Board is also authorized to approve training programs for physician's assistants; to determine the qualifications of, certify, register and biennially reregister physician's assistants and their supervising physicians. In addition, the Board has various responsibilities in connection with administration of the Examiners of Podiatrists.

ORGANIZATION: As established in 1895, the Board of Registration in Medicine consisted of six members appointed by the Governor with the advice and consent of the Council, for terms of six years. Today members are appointed by the Governor only. In 1975, the Legislature increased the Board membership to seven by requiring the appointment of a public member. In 1983 the Board again was enlarged by two for a total of nine members. Seven members must be graduates of a legally chartered medical college or university conferring degrees in medicine, and must have been actively engaged in medical practice in Maine for a continuous period of five years preceding appointment; two members must be representatives of the public. The Board meets in July of uneven-numbered years and elects a chairman and a secretary-treasurer. Regular meetings are required by law to be held each year in March, July and November. Special meetings are held in January, May and September.

Two members of the Board together with appointees by the Governor constitute the Board of Examiners of Podiatrists.

PROGRAM:

Meetings. The Board holds meetings every two months to permit adequate management of its activities. In addition to three statutorily required meetings in March, July and November, special meetings are held regularly in January, May and September and at other times as necessary. In 1984, the Board met a total of eight days and was represented at the meetings of the Federation of State Medical Boards and at the Maine All Licensing Boards Conference.

Licensure. The Board utilizes the Federation Licensing Examination (FLEX) as its tool for determining clinical competence or fitness to practice medicine. FLEX is utilized by all states and territories as well as the Canadian Province of Saskatchewan and provides a uniform nationwide standard for medical licensure.

There has been a significant decline in the number of applicants for examination in the State of Maine. Statutory amendments enacted in 1984 have made it increasingly difficult for

applicants to meet the eligibility requirements for licensure in Maine.

During calendar year 1984, a total of 169 medical doctors were issued permanent licensure to practice medicine in Maine: 15 by examination and 154 by endorsement of credentials. Nineteen licenses were reinstated, 247 temporary licenses were issued. Seventeen physicians obtained approval to supervise physician extenders; twenty-three physician's assistants were issued Certificates of Qualification and Registration. Currently, there are 130 physician's assistants rendering medical services in Maine.

Registration and Continuing Medical Education. Medical doctors who actively practice medicine in the State of Maine are required to complete 100 hours of Continuing Medical Education (CME) every two years in order to the eligible for reregistration. Reregistration for the biennium 1984-86 officially closed on October 1, 1984. On that date, Board records showed a total of 4,742 registrants: 1,842 in-state and 2,900 out-of-state.

Investigations and Actions. The Board of Registration in Medicine receives complaints and reports against medical doctors from the public, the profession, law enforcement agencies and other government agencies. The Board responds in varying degrees to each complaint and on its own motion may initiate investigations. A large proportion of complaints are non-jurisdictional cases such as fee disputes, trying to obtain access to medical records or complaints against other professionals. In these cases, the Board tries to facilitate a resolution, dismisses the complaint or refers it to the appropriate agency.

During calendar year 1984,seventy complaints/reports against licensees were filed: The Board conducted one formal hearing, four informal conferences and filed one complaint with the Administrative Court. The following is a summary of actions taken;

— one revocation by the Administrative Court;
— one revocation on the basis of 5 MRSA Section 10004 (2),
— two Stipulated Agreements
— two denials of licensure
— four advisory letters
— one licensee was placed under surveillance
— thirty-one cases were dismissed/closed without action
— four complaints were withdrawn.

Twenty-three cases were pending on December 31.

Legislation. L.D. 784, An Act to Encourage Early Identification and Treatment of Impaired Physicians, was enacted by the 112th Legislature. The Board supported this bill which will provide immunity for a Committee on Impaired Physicians of the Maine Medical Association.

Other Activities. Incoming and outgoing mail totaled 20,900 pieces: 9,750 incoming and 11,150 outgoing. In addition to routine tasks, the Board:

—granted one 6-month extension of time to complete CME requirements; one other such request was unjustifiable and was denied;
—obtained and distributed information and advice concerning JCAH regulations;
—considered and approved for promulgation amendments to rules and regulations for physician extenders;
—voted to issue temporary licenses pursuant to 32 MRSA Section 3276 in lieu of Locum Tenens licenses requiring oral examinations;
—reviewed a survey of oral examination practices in six states; chose one as a model for this Board;
—appointed a committee for the administration of oral exams;
—granted three requests for computerized physician listings; denied three other requests;
—reviewed and supported legislation providing immunity for a Committee of the MMA on Impaired Physicians;
—determined that the University Autonoma de Guadalajara adequately meets LCME guidelines for accreditation;
—accepted the State Auditor's report on the financial records of the Board;
—approved the acquisition of a microcomputer for the board office;
—appointed a committee to study the functions of the Board, identify problems and determine the need for reorganization;
—voted to engage a management consultant to assist with reorganization plans;
--obtained information about and considered the conditions under which residents are delegated responsibilities at the Veterans Administration Hospital;
—approved a proposed revised formulary for the writing of prescriptions by physician

extenders;
—proposed legislation that would eliminate oral examinations for licensure;
—approved a program instituted by Professional Physicians' Services of Presque Isle for the corporate practice of medicine;
—determined that British Medical Schools may be considered accredited for the purpose of reconciling two conflicting sections of the Medical Practice Act;
—denied a request for withdrawal of licensure for a registrant under investigation;
—appealed to the Law Court a Superior Court decision reversing the Board's denial of licensure to a graduate of a foreign chartered medical school;
—approved a formal agreement between a Maine Residency Program and a Maine hospital providing for assignment of residents to weekend services at the hospital;
—declared that the examination of the American Board of Pathology is equivalent to the VQE for the purpose of licensure pursuant to Section 3271 of the Medical Practice Act.

LICENSES, PERMITS, ETC.:

License:
License to Practice Medicine and Surgery
Certificate of Reregistration
License to Practice Medicine and Surgery as a Camp Physician
License to Practice Medicine and Surgery as Locum Tenens
Temporary Educational Permit
Physician's Assistant Certificate of Qualification
Physician's Assistant Certificate of Registration

PUBLICATIONS:

Medical Practice Act (Free)
(Includes Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants)
Compilation of Laws, Rules & Regulations Pertaining to Physician's Assistants
(Includes Sections 3270-A, B, C, of the Medical Practice Act relating to Physician's Assistants and Rules and Regulations governing supervision/delegation of medical services to physician extenders.)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION IN MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	69,010		69,010			
Health Benefits	3,021		3,021			
Retirement	8,267		8,267			
Other Fringe Benefits	206		206			
Other Contractual Service	47,403		47,403			
Rents	10,387		10,387			
Commodities	1,091		1,091			
Equipment	18,356		18,356			
Transfers to Other Funds	583		583			
TOTAL EXPENDITURES	158,324		158,324			

BUREAU OF MEDICAL SERVICES

GORDON A. BROWNE, DIRECTOR

Central Office: 151 Capitol St., Augusta *Telephone:* 289-2716
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1978 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144D; *Citation:* 22 M.R.S.A., Sect. 1
Average Count—All Positions: 138 *Legislative Count:* 152

Organizational Units:

- Central Administration
- Office of Medicaid Operations
  - Division of Medical Claims Review
  - Division of Surveillance & Utilization Review
  - Early and Periodic Screening, Diagnosis and Treatment Program
- Office of Survey Operations and Cost Containment Programs
  - Boarding Home Program
  - Division of Cost Containment
  - Division of Licensing and Certification

PURPOSE: The Bureau of Medical Services was created by the Commissioner of the Department of Human Services to administer the Department's major health care financing programs. The Bureau coordinates the programs, assures that they operate under consistent policy in keeping with the Department's goals, and provides accountability necessary to determine that they are administered in an effective and efficient manner. The specific programs which the Bureau administers are: Medicaid Medical Services, Medicaid Intermediate Care Services, Catastrophic Illness, Drugs to Maine's Elderly, and the Boarding Home Program. The need for effective administration for these programs is indicated by their aggregate expenditure and its influence on the state budget, Maine's health care delivery system, long term care services and the health status of Maine's citizens. The total expenditure for these programs during the most recent State fiscal year (FY 85 was approximately $254 million). The Bureau is also responsible for the licensure and certification of hospitals, nursing homes and other health related institutions. There is a direct interrelationship between the standards established for licensure and the financing of the above programs.

ORGANIZATION: The Bureau of Medical Services was established in the spring of 1978 as a part of a Departmental reorganization plan. The Bureau was recently restructured and administers its activities through the following operational units: Central Administration; Office of Medicaid Operations—Division of Medical Claims Review, Division of Surveillance and Utilization Review; and the EPSDT Unit; Office of Survey Operations and Cost Containment Programs—Boarding Home Program, Division of Cost Containment, Division of Licensing and Certification. The Central Administration Unit provides the overall direction for the Bureau, coordinates the activities of the operational units, promulgates rules, maintains state plans and related documents, and oversees the activities necessary for fiscal accountability. In 1984 the Bureaus of Medical Services and Health Planning and Development were combined under the Bureau of Medical Services. The Bureau of Health Planning and Development became the Office of Health Planning and Development within the Bureau of Medical Services. See also "Office of Health Planning and Development."

The Division of Medical Claims Review processed 2,500,000 claims during FY 85. This unit has developed and maintains a highly sophisticated automated claims processing system.

The Patient Classification Unit is responsible for determining the level of care needed by Medicaid patients who apply for long term care services, as well as monitoring certain other services which relate to this population. The Provider Relations, Professional Review, and Third Party Benefit Recovery Units are included in this Division.

The Division of Surveillance & Utilization Review monitors the medical services provided and determines the appropriateness and necessity of the services. These findings are used as a basis for assuring the appropriate quality, quantity and necessity for services reimbursed by

the Department.

The Boarding Home Program is responsible for developing licensing standards and reimbursement policies for Maine Boarding Homes. This program participates in the analysis of the need for new boarding home development, and allocating new beds in various sections of the State.

The Division of Cost Containment is responsible for analyzing program characteristics and developing methods to improve program efficiency.

The Division of Licensing and Certification surveys hospitals, nursing and other medical and health related institutions to determine if they meet the standards for Medicare Certification, Medicaid Certification and State Licensure.

PROGRAM: Some of the Bureau's most significant accomplishments during FY 85 were: 1) The expansion of Medicaid covered substance abuse treatment services through reimbursement to community based treatment facilities; 2) The implementation of assessments and plans of care for eligible individuals seeking admission to Boarding or Foster Homes; 3) The implementation of Medicaid covered air ambulance services through competitive bid procurement procedures; 4) Implementation of a Medicaid waiver to serve certain elderly individuals at home and in the community.

Medical Care Services. Approximately 136,000 Maine residents were eligible for Medicaid benefits during at least one month of FY 85. These individuals qualified for Medicaid as either recipients of Aid to Families with Dependent Children (AFDC) or Supplemental Security Income (SSI) or were determined to meet the eligibility criteria as a "medically needy" individual or family. The following services, when medically necessary, are covered with some limitations: Ambulance, Audiology, Chiropractic, Family Planning Clinic, Home Health Agency, Hospice, Hospital, Independent Laboratory, Durable Medical Equipment and Supplies, Mental Health Clinic, Physician, Podiatrist, Pharmacy, Psychologist, Rural Health Clinic, Skilled Nursing Facility, and Speech and Hearing Clinic and Speech Pathology. Individuals under 21 years of age are covered for Early & Periodic Screening, Diagnosis & Treatment (EPSDT) Services which include eyeglasses, dental care, and hearing aids. Approximately 3,700 medical providers are participating in the program. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 68%.

Intermediate Care Services. This program is provided for eligible recipients who require nursing home care. During FY 85 the program provided reimbursement for 9,000 Aged, Blind or Disabled residents in the 146 Intermediate Care Facilities located throughout the state. An additional 739 recipients were residents in homes designed to offer rehabilitation and habilitation programs specifically related to the needs of mentally retarded individuals. This program is administered by the State in conformity with Federal regulations and receives Federal Financial Participation (FFP) of approximately 68% under the Medicaid Program.

Catastrophic Illness Program. This program was implemented on July 1, 1974, and only six other states have programs of this type. It was one of the first totally State funded programs designed to meet the needs of individuals who incur large medical expenses, but do not have sufficient assets and/or coverage by private insurances and do not qualify for Medicaid benefits or other federally funded programs. The deductible was increased effective July 1981, to help keep the program in line with inflationary changes. During FY 85 approximately 293 Maine residents received assistance with their medical bills. The following services, when medically necessary, are covered with some limitations: Ambulance, Medical Supplies and Durable Medical Equipment, Independent Laboratory, Physician, Prescription Drug, and Skilled Nursing Facility. Coverage of hospital services was discontinued effective May 1, 1984. Hospital services will be addressed by the Health Care Finance Commission.

Drugs to Maine's Elderly. This program was implemented in October 1977. It was designed to assist elderly Maine residents who need assistance paying for prescription drugs, and who did not qualify for Medicaid benefits or other assistance programs. A copayment of $2.00 for each prescription is required. Approximately 21,500 elderly Maine citizens received assistance in paying for an average of 10,500 prescription drugs per month during FY 85. Only life-sustaining drugs for heart disease, hypertension and diabetes are covered under this program.

Residential Care Program. Consolidation of the Adult Boarding and Foster Home Programs within the Bureau of Medical Services was initiated in April 1981. There are approximately 3,200 Maine residents in licensed boarding homes, and 826 in approved foster homes. Over 2,500 receive financial assistance from the Department's Residential Care Program.

LICENSES, PERMITS, ETC.:

Application for the following licenses may be made to: Division of Licensing and Certification, Bureau of Medical Services, Department of Human Services, Station #11, State House, Augusta, Maine 04333 (Tel. 289-2606) or at Whitten Road Office Building, Hallowell, Maine.

(1) Hospitals
(2) Boarding Homes
(3) Skilled Nursing Facility
(4) Intermediate Care Facilities
(5) Intermediate Care Facilities for the Mentally Retarded
(6) Home Health Agencies

Application for Medicare/Medicaid Certification may also be made for the following:

(1) Home Health Agencies
(2) Rural Health Clinics
(3) Renal Dialysis Centers
(4) Renal Transplant Centers
(5) Speech and Hearing Centers
(6) Independently Practicing Physical Therapists
(7) Psychiatric Hospitals
(8) Independent Laboratories
(9) Chiropactors

PUBLICATIONS:

Publications available from the Bureau of Medical Services are as follows:

(1) Maine Medical Assistance Manual
(2) Regulations for the Licensure of General and Specialty Hospitals
(3) Regulations Governing the Licensing and Functioning of Skilled Nursing and Intermediate Care Facilities
(4) Regulations Governing the Licensing and Functioning of Intermediate Care Facilities for the Mentally Retarded.
(5) Regulations Governing the Licensing and Functioning of Boarding Homes
(6) Principles of Reimbursement for Long Term Care Facilities (SNFs, ICFs)
(7) Principles of Reimbursement for Intermediate Care Facilities for the Mentally Retarded
(8) Policies for Boarding Care Facilities on Cost Reimbursement
(9) Allowances for Health Care Services
(10) Billing Instructions for Health Care Providers
(11) Annual Fee Review

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MEDICAL SERVICES (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,777, 211	1,000,440			1,776,771	
Health Benefits	159,944	58,146			101,798	
Retirement	425,388	156,600			268,788	
Other Fringe Benefits	15,068	4,557			10,511	
Computer Services—State	1,365,197	325,075			1,040,122	
Other Contractual Service	3,236,193	2,507,463	1,656		727,074	
Rents	114,512	38,709			75,803	
Commodities	48,115	45,556			2,559	
Grants—Subsidies—Pensions	238,086,554	67,762,615			170,323,939	
Equipment	31,768	2,807	28,961			
Transfers to Other Funds	54,063		26		54,037	
TOTAL EXPENDITURES	246,314,013	71,901,968	30,643		174,381,402	

STATE BOARD OF NURSING

FRANCIS S. CASEY, R.N., PRESIDENT
JEAN C. CARON, R.N., Executive Director

Central Office: 295 Water St., Augusta *Telephone:* 289-5324
Mail Address: 295 Water St., Augusta, Maine 04330
Established: 1915 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 380; *Citation:* 32 M.R.S.A., Sect. 2151
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The State Board of Nursing was established to protect the public through regulation of the practice of nursing in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered professional nurses or as licensed practical nurses; to renew annually the licenses of all qualified registered nurses and practical nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered professional nurses or as licensed practical nurses; to accredit such nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw accreditation from such nursing educational programs for failure to meet requirements; to approve educational programs that prepare registered professional nurses to perform services in the diagnosis of illness or prescription of therapeutic or corrective measures when such services are delegated by a licensed physician; and to approve programs of training and instruction that prepare unlicensed personnel to perform selected nursing services when such services are delegated by a registered professional nurse.

ORGANIZATION: The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

The Board consists of seven members: five registered professional nurses, one licensed practical nurse, and one representative of the public. All members are appointed by the Governor for terms of five years. The Board annually elects from its membership a president and a secretary-treasurer. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

PROGRAM: During fiscal year 1984-85, the Board met in ten regular sessions for a total of thirteen days. In addition, Board members participated in committee meetings; served as proctors for licensure examinations; served as visitors on site vists to educational programs in nursing; and represented the Board in conferences or meetings with individuals or groups on matters pertinent to Board business.

Licensure of Nurses. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered professional nurse or as a licensed practical nurse in this State may be obtained by examination or endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed annually, if the licensee is practicing nursing in Maine. During 1984-85, the examination for registered nurse licensure was administered on July 10-11, 1984 and February 5-6, 1985 and the examination for practical nurse licensure on October 24, 1984 and April 16, 1985.

EXAMINATION FOR REGISTERED NURSE LICENSURE
July 1, 1984—June 30, 1985

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	388	342	48	52	38	14
Other States	34	32	2	7	6	1
Other Countries	3	2	1	4	1	3
Total	425	376	51	63	45	18

*88.1% of the first time writers from Maine schools of nursing were successful.

EXAMINATION FOR PRACTICAL NURSE LICENSURE
July 1, 1984—June 30, 1985

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	174	173	1	2	1	1
Other States	8	8	0	0	0	0
Other Countries	1	0	1	0	0	0
Candidates on basis of:						
Equivalent Preparation	61	60	1	1	0	1
Armed Serv. Med. Train.	1	1	0	0	0	0
Total	245	242	3	3	1	2

*99.4% of first time writers from Maine schools of practical nursing were successful.

NURSES LICENSED BY ENDORSEMENT
July 1, 1984—June 30, 1985

Registered Nurses		Licensed Practical Nurses	
From Other States	551	From Other States	118
From Other Countries:		From Other Countries:	
with examination	0	with examination	0
without examination	11	without examination	7
Total	562	Total	125

REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE
July 1, 1984—June 30, 1985

	Registered Nurses	Practical Nurses
Licensed by:		
Examination	421	243
Endorsement	562	125
*Renewal	11,337	4,211
Reinstatement	174	155
Total	12,494	4,734

*Renewal on birthdate of licensee began during 1984-85; total numbers of renewals is reflective of this changeover period.

Nursing Education. A second major responsibility of the Board of Nursing is accreditation of all basic educational programs in nursing that prepare persons for licensure in Maine, either as registered professional nurses or as licensed practical nurses. Each educational program is visited on the average of once every three to four years. The criteria for approval are contained in the *Standards for Educational Programs in Nursing, 1983.*

During FY 84-85, site visits were made to three basic educational programs in nursing: Westbrook College ADN Program, University of Southern Maine School of Nursing; and the Kennebec Valley Vocational Technical Institute ADN Program. Based on self-evaluation reports submitted by the schools and on the reports of the site visitors, the Board granted continuing accreditation to each of the first two basic programs in nursing and granted approval to the Kennebec Valley Vocational Technical Institute and the Northern Maine Vocational Technical Institute ADN Programs.

Currently, Maine has fifteen Board-accredited educational programs in nursing: Ten to prepare registered professional nurses and five to prepare practical nurses. The name and location of these programs follow.

Educational programs in professional nursing are of three types. One is the hospital-based diploma program, which includes Mercy Hospital School of Nursing, Portland, and St. Mary's General Hospital School of Nursing, Lewiston. A second type is the associate degree nursing program, which includes the Central Maine Medical Center School of Nursing, Lewiston; the University of Maine at Augusta; the Westbrook College Department of Nursing Education, Portland; the Kennebec Valley Vocational Technical Institute ADN Program, Waterville; and the Northern Maine Vocational Technical Institute ADN Program, Presque Isle. A third type is the baccalaureate degree nursing program, which includes the University of Southern Maine School of Nursing, Portland; St. Joseph's College Department of Nursing, North Windham; and Husson College/Eastern Maine Medical Center, Bangor.

Eastern Maine Medical Center School of Nursing closed its diploma program in May 1985. St. Joseph Hospital School of Nursing graduated its last class in May 1985 and will close in August 1985.

Educational programs in practical nursing are offered at N.M.V.T.I., E.M.V.T.I., K.V.V.T.I., C.M.V.T.I. and S.M.V.T.I.

Summary of Board Action. A brief summary of Board action in FY 84-85 follows:

—reviewed and accepted for filing the quarterly financial reports and the annual financial statement.

—received reports on renewals and reinstatements of R.N. and L.P.N. licenses during year.

—approved applications for admission to the examinations for registered nurse and practical nurse licensure.

—reviewed results of all licensing examinations and statistical reports on each series and form.

—devoted 1 day to reviewing drafts of test items for future licensing examinations.

—voted to place no limits on either the number of times a candidate may rewrite the licensure examination or the time period within which a candidate may make repeated attempts.

—voted to clarify, through rule-making, the parameters of practice for recent graduates pending results of the licensure examination.

—voted to initiate rule-making re the proposed Chapter 10.

ADMINISTRATION OF I.V. THERAPY BY LICENSED NURSES.

—voted to appoint a committee of the Board to review Chapter 5 of the Rules and Regulations and make recommendations for revision.

—voted to appoint an advisory committee to assist in the development of a position statement re the use of the registered nurse as first assistant in the operating room.

—voted to participate with the Maine State Nurses' Association in a review of the nurse practice act.

—ruled that a registered nurse who has received the necessary training and education may be delegated the task of reinserting suprapubic and gastrostomy tubes.

—ruled that a registered nurse may delegate to a nurse assistant who has received appropriate instruction and supervision the task of adding Isocal Solution to a gastric tube feeding pump.

—held twenty-four (24) disciplinary hearings and three (3) investigatory hearings.

—reviewed twenty-seven (27) complaints of illegal or unsafe nursing practice and took the following actions; expressed concern re practice (2); took no further action based on findings of fact or insufficient evidence (16); terminated probation (4); reinstated license (3); placed on probation (3); accepted voluntary surrender of license (3); referred to Attorney General's Office for investigation (6); and obtained injunction through Administrative Court (2).

—voted to bear the cost of mailing to all licensed nurses the first issue of the revised newsletter.

—authorized the Executive Director to attend the Third National Symposium on Impaired

Nurses held in Atlanta, Georgia.

—authorized the Executive Director to accept nomination for the position of Area IV Director of the National Council of State Boards of Nursing.

—was represented at the 1984 Delegate Assembly of the National Council of State Boards of Nursing held in Portland, Oregon.

—was represented at the 1985 annual meeting of the Northeast Council of State Boards of Nursing held in Albany, New York.

LICENSES, PERMITS, ETC.:

License:

Registered Professional Nurse
Licensed Practical Nurse
Temporary Authorization to Practice (Pending License Examination Results)

PUBLICATIONS: (all free)

Law Regulating the Practice of Nursing
Rules and Regulations of the Maine State Board of Nursing
Standards for Educational Programs in Nursing

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	122,505		122,505			
Health Benefits	5,871		5,871			
Retirement	19,328		19,328			
Other Fringe Benefits	527		527			
Computer Services—State	11,757		11,757			
Other Contractual Service	59,087		59,087			
Rents	14,120		14,120			
Commodities	1,602		1,602			
Transfers to Other Funds	5,818		5,818			
TOTAL EXPENDITURES	240,615		240,615			

STATE BOARD OF OPTOMETRY

DAVID J. SMITH, O.D., PRESIDENT
NORMAN K. VARNUM, O.D., Sec.-Treas.

Central Office: 79 Hardy Street, Presque Isle *Telephone:* 762-2291
Mail Address: 79 Hardy Street, Presque Isle, Maine 04769
Established: 1909 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 382; *Citation:* 32 M.R.S.A., Sect. 2415
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The State Board of Optometry was established to protect the public through regulation of the practice of optometry in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants to practice the profession of optometry and to hold the title of Registered Optometrist in the State of Maine, upon payment of specified fees; to renew all certificates of license an-

nually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program arranged by the Board in the preceeding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

ORGANIZATION: The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October, 1973. The Board consists of six members appointed by the Governor, for terms of five years. Five of the members must be resident optometrists engaged in actual practice for a period of at least five years prior to their appointment, and one member must be a consumer member having no pecuniary interest in optometry or optical products. The Board annually elects from its members a president and a secretary-treasurer.

PROGRAM: The Board of Optometry held 4 meetings during FY 85 on 12/7/84, 2/27/85, 4/17/85, and 6/14/85. Maine Board Examinations were scheduled for July 14, 1985. The Board issued 164 active renewals, 63 nonactive and 40 auxiliary office licenses.

LICENSES, PERMITS, ETC.

License:
- Optometrist
- Diagnostic Drug License

PUBLICATIONS:

"The Maine Optometry Law", 1984—free on request
"Rules of Practice"—free on request

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,675		1,675			
Other Contractual Service	15,989		15,989			
Rents	240		240			
Commodities	209		209			
Transfers to Other Funds	540		540			
TOTAL EXPENDITURES	18,653		18,653			

BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION

DONALD M. McFADDEN, D.O., CHAIRMAN
LAWRENCE M. NEWTH, D.O., Secretary/Treasurer

Central Office: 151 Fogg Rd., Scarborough *Telephone:* 883-2306
Mail Address: 151 Fogg Rd., Scarborough, Maine 04074
Established: 1919 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 383; *Citation:* 32 M.R.S.A., Sect. 2561
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Osteopathic Examination and Registration was established to protect the public through regulation of the practice of osteopathic medicine by maintaining high professional standards. Its primary responsibilities are to examine, certify and register qualified applicants for a certificate to practice osteopathic medicine in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or revoke all licenses. Furthermore the Board makes such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary. At its annual meeting in every even year, the Board prepares and distributes these rules and regulations, and code of ethics to each licensed osteopathic physician practicing in Maine.

ORGANIZATION: The Board of Osteopathic Examination and Registration, when it was established in 1919, consisted of five members appointed by the Governor with the advice and consent of the Council, for terms of five years. In 1976, the Legislature increased the Board to six members, all to be appointed by the Governor, five of which must be graduates of a legally chartered college of osteopathic medicine and must, at the time of appointment, have been actively engaged in professional practice in Maine for at least five years. The Board meets annually in June of each year. A chairman, a secretary, and a treasurer are all chosen by, and from the members of the Board.

PROGRAM: Revision of the statutes relating to the Board of Osteopathic Examination and Registration in 1973 specified an increase in the registration fee from four to twenty-five dollars per year voted in June meeting 1982 to become effective January 1983, increasing the income of the Board. The revised statutes also specified one annual meeting instead of two meetings as required previously, with special meetings authorized as called by the chairman of the Board.

Continuing medical education requirements were increased from ten hours to fifty hours annually. The secretary's salary was increased to cope with the additional work required in reregistering applicants. Individual files have been established for each physician as an aid in processing and documenting hours as submitted by applicants. Most professional societies and teaching institutions submit lists of courses attended with the hours of credit allowed. Each file is credited according to the report given. All physicians in Maine have received a listing of acceptable courses of study which are on the lists. Occasionally, the Board has to pass judgement on proposed courses of study which are not tabulated on the acceptable listing. The Board insists that at least forty percent of the courses attended for credit must be osteopathic or that the program provides a majority of osteopathic speakers; the remaining hours may be either osteopathic or medical. All practicing osteopathic physicians in the State of Maine must annually document all attendance at meetings acceptable to the Board. This provides the public with assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

LICENSES, PERMITS, ETC.

License:
To Practice, including Physician's Assistants
Certificate:
Of Renewal, including Physician's Assistants

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF OSTEOPATHIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	500		500			
Other Contractual Service	6,575		6,575			
Transfers to Other Funds	1,501		1,501			
TOTAL EXPENDITURES	8,576		8,576			

PARTICIPATION REVIEW BOARD (TO MARIJUANA THERAPEUTIC PROGRAM)

VACANT, CHAIRMAN
VACANT, Research Associate

Central Office: 235 State St., Augusta *Telephone:* 289-2781
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1981 *Sunset Termination Scheduled to Start by:* December 31, 1987
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 369; *Citation:* 22 M.R.S.A., Sect. 2415
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The primary purpose of the Participation Review Board (to the Marijuana Therapeutic Program) is to review and approve or deny practitioners for participation in the program. A practitioner who has been approved for participation may prescribe marijuana to only those patients who are undergoing cancer chemotherapy or suffering from glaucoma and are in a life-threatening or sense-threatening situation, and who are not responding to conventional treatment or who are suffering severe side effects even though conventional treatment is proving effective.

ORGANIZATION: The Commissioner of Human Services, appoints the Participation Review Board to review practitioners for participation in the program. The board serves at the commissioner's pleasure and consists of: a physician licensed to practice in this State and certified by the American Board of Ophthalmology; a physician licensed to practice in this State and certified by the American Board of Internal Medicine and also certified in the subspecialty of medical oncology; and a physician licensed to practice in this State and certified by the American Board of Psychiatry. Members of the board may be reimbursed for their attendance at meetings at the rate of $40 per day.

PROGRAM: Because the National Cancer Institute, the U.S. Food and Drug Administration, the Drug Enforcement Administration and the National Drug Abuse Administration have not approved the States protocol, no physician is qualified to dispense marijuana under the State program. Resultantly the Board has not met or conducted any business.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

LESLIE OHMART, JR., PRESIDENT
RICHARD O. CAMPBELL, Secretary

Central Office: 1 Northwood Road, Lewiston, Maine *Telephone:* 207-783-9769
Mail Address: 1 Northwood Road, Lewiston, Maine 04240
Established: 1877 *Sunset Termination Scheduled to Start by:* June 30, 1986
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 392; *Citation:* 32 M.R.S.A., Sect. 2851
Average Count—All Positions: 1.5 *Legislative Count:* 0

PURPOSE: The Board of Commissioners of the Profession of Pharmacy was established to protect consumers of pharmaceutical services in the State of Maine and to insure high standards of professional practice in pharmacy. The Board is authorized to process applications, examine and license pharmacies and pharmacists in the State of Maine qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist; to make rules and regulations, consistent with the law, as may be necessary for the regulation and practice of the p ofession of pharmacy; to regulate the sale of poisons and to adopt schedules of poisons of which a written record must be kept by the retailer; to regulate and control the sale, character and standards of all drugs, poisons or medicines and to inspect during business hours all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed; to secure samples of drugs and cause them to be analyzed, to prevent the sale of such drugs, poisons or medicines as do not conform to the laws of the State; to keep a record of the names of all persons examined and registered. The Board also prosecutes all complaints against any person registered as an apothecary, received in writing and signed, for the violations of any of the requirements of the law to be performed by a registered apothecary and suspends or revokes the store license if found guilty of a violation after hearing.

ORGANIZATION: The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commission of Pharmacy and received its present name in 1957. The Board consists of six members, including five pharmacists appointed by the Governor, for terms of five years, and one consumer representative who serves for a term of three years, appointed as above. A president and a secretary are elected annually by the Board from its membership.

PROGRAM: During FY 85, the Board of Commissioners of the Profession of Pharmacy licensed 923 pharmacists (906 the previous year), 24 qualified assistants (24 last year), and issued 329 pharmacy licenses (compared to 296 last year). Reciprocity was granted to 26 pharmacists in comparison to 31 last year. Of the 7 taking the exam in January, all successfully passed the NABPLEX. 10 took the exam in June—6 passed. 65 Inactive Registered Pharmacists (a new legislative category 4 years ago) were registered compared to 53 last year.

The Board met 13 times during the year, necessitated by the ever increasing work load and demands. The Board meets the first Tuesday of every other month at 2 P.M., in the Knox Room, Augusta Civic Center, Augusta, Maine, as well as at other times as required. This meeting schedule was started in February. During the year, the Board sent one notice to all registered pharmacists in the State of Maine, pertaining to Controlled Substances Inventory.

The laws relating to pharmacy Title 32, 22 and the rules and regulations, as revised in 1981, are available upon request, at no charge, as well as being placed in all registered pharmacies. A great deal of time has been spent in the last year and a half revising the laws relating to pharmacy, which are to be presented to the legislature in 1986. The price posting list of the 100 most frequently prescribed medicatio. in the State of Maine during the previous year was revised and supplied to all pharmacies in the State as directed by law. Mandatory continuing education is in the tenth year, requiring some 15 hours of Continuing Education (CE) credits for re-registration.

LICENSES, PERMITS, ETC.

License:
- Pharmacy
- Pharmacist
- Assistant Pharmacist
- Wholesaler

PUBLICATIONS:

Laws Relating to Pharmacy Title 32, 22 and the Rules and Regulations Revised 1931—Free

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	40,468		40,468			
Health Benefits	1,361		1,361			
Retirement	4,634		4,634			
Other Fringe Benefits	84		84			
Other Contractual Service	34,549		34,549			
Rents	864		864			
Commodities	914		914			
Equipment	658		658			
Transfers to Other Funds	2,428		2,428			
TOTAL EXPENDITURES	85,960		85,960			

EXAMINERS OF PODIATRISTS

TERENCE ALBRIGHT, D.P.M., CHAIRMAN
GEORGE E. SULLIVAN, M.D., Secretary

Central Office: Eastside Professional Bldg., Rt. 201, Augusta Rd., Waterville
Telephone: 873-2184
Mail Address: Eastside Professional Bldg., RFD#3, Box 461, Waterville, Maine 04901
Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 396; *Citation:* 32 M.R.S.A., Sect. 3601
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Examiners of Podiatrists were established to protect the public through regulation of the practice of podiatry in the State of Maine so as to maintain high professional standards. The Examiners are authorized to conduct examinations of candidates for licensure to practice podiatry; to verify credentials of applicants; to license, and renew licensure biennially upon documentation of continuing education activities and payment of specified fees, to maintain a roster of licensed podiatrists; to establish standards of practice; to conduct hearings and investigations upon receipt of complaints pertaining to podiatry; to file complaints in the Administrative Court for suspension or revocation of a License to Practice Podiatry.

ORGANIZATION: The Examiners of Podiatrists, established in 1933, are affiliated with the Board of Registration in Medicine. The Examiners include two members of the Board of Registration in Medicine, two podiatrists and a representative of the public appointed by the Governor, for terms of four years. The secretary-treasurer of the Board of Registration in Medicine also serves as secretary-treasurer of the Examiners.

PROGRAM: The Board met three times as required by statute: in July and November 1984 and in March 1985.

During FY 85, 5 podiatrists were examined and licensed.

Sixty notices of renewal were mailed to registrants. Fifty-six licensees registered, four licenses lapsed.

On June 30, 1985, a total of fifty-six podiatrists were in the Board's active file.

One investigation was referred to the Office of the Attorney General. This matter has not yet been resolved.

In addition to routine matters, the Board:

—welcomed a new legal counsel to the Board;

—made a determination on one complaint;

—accepted the State Auditor's report on the financial records of the Board;

—attempted to resolve the matter that was referred to the Attorney General.

LICENSES, PERMITS, ETC.

License:

License to Practice Podiatric Medicine and Surgery

PUBLICATIONS:

Podiatric Practice Act, Board Rules and Regulations and Roster of Licensees (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EXAMINERS OF PODIATRISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	350		350			
Other Contractual Service	786		786			
Transfers to Other Funds	1,435		1,435			
TOTAL EXPENDITURES	2,571		2,571			

OFFICE OF PROGRAMS (HUMAN SERVICES)

ROBERT McKEAGNEY, DEPUTY COMMISSIONER

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Sunset Review Required by: June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144S; *Citation:* 22 M.R.S.A., Sect. 3

ORGANIZATION: The Office of Programs (Human Services) includes the Bureau of Social Services, Bureau of Rehabilitation, Bureau of Income Maintenance, Bureau of Maine's Elderly, Bureau of Health and Bureau of Medical Services. The Deputy Commissioner has overall responsibility for the management of these Bureaus, for the operation of the Department's programs across the State and responsibility for the Office of Alcohol and Drug Abuse.

PUBLICATIONS:

1983 Maine Social Services Report in conjunction with the Division of Community Services and Department of Mental Health and Mental Retardation—free.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are by administrative decision, included with those of the Department of Human Services.

PUBLIC HEALTH LABORATORY (HUMAN SERVICES)

PHILIP W. HAINES, Dr. P.H., DIRECTOR
JOHN A. KRUEGER, Assistant Director

Central Office: 221 State St., Augusta *Telephone:* 289-2727
Mail Address: Statehouse Sta. #12, Augusta, Maine 04333

Established: 1902 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144Y; *Citation:* 22 M.R.S.A., Sect. 561

PURPOSE: The primary function of the Division is to provide laboratory support services to Bureau of Health programs. Other functions are to provide a Laboratory Improvement Program, which establishes standards for and advises/inspects/certifies clinical and environmental (water testing) laboratories; and to provide laboratory support to other state agencies when requested.

ORGANIZATION: The Public Health Laboratory is a division of the Bureau of Health. It is a unit of many disciplines, organized into four basic areas: (1) clinical microbiology (virology, mycobacteriology, bacteriology, mycology and parasitology), (2) drinking water testing (microbiological and chemical), (3) chemistry-toxicology (blood alcohol, pesticide, radiation, toxicology), and (4) Laboratory Improvement.

PROGRAM: In FY 85, the Laboratory provided laboratory support to the following Bureau of Health programs:

Program Supported	*Support Activities*
Immunization	Rubella-screening and diagnosis. Rubella, pertussis and mumps diagnosis. Distribution of immunization products.
Epidemiology-Disease Control	Screening, diagnosis and test of cure for bacterial, mycobacterial, viral, mycotic and parasitic diseases.
Tuberculosis Control	Sputum and urine smears for AFB. Sputum culture for T.B. and other mycobacteria. Sensitivity testing against chemotherapeutic agents. Distribution of chemotherapeutic agents.
Sexually Transmitted Disease Control	Gonorrhea screening, culture and test of cure. Syphilis (serologic) screening, diagnosis, and test of cure. Herpes culture and serology Chlamydia culture. HTLV-III Serology (A.I.D.S.) Distribution of treatment drugs.
Genetic Diseases	Hypothyroidism. Phenylketonuria (PKU). Maple Syrup Urine Disease. Homocystinuria. Galactosemia. Tyrosinemia.
Child Health	Screening and diagnosis of diseases. Erythroprotoporphyrin and Blood Lead analysis.

Environmental Health Unit	Bacteriological testing. Chemical testing (nitrates, nitrites, chlorides, hardness, heavy metals, fluorides). Microscopic analysis (asbestos, parasites). Toxic chemical residues (pesticides, hydrocarbons and other agents).
Drinking Water	Coliform and other bacteria. Chemical testing (nitrates, nitrites, chlorides, hardness and heavy metals). Trihalomethanes. Herbicides and pesticides. Certification of private water labs. Radon.
Occupational/Radiological Health	Environmental radiation monitoring (Wiscasset and other reactors—foods, milk, seaweed, etc.) Wipe testing. TLD meters. Organic vapors. Atmospheric gases and dusts. Asbestos. Pesticides/herbicides.

In addition, the Laboratory provided services to other state agencies during FY 85, including: (1) harness racing toxicology (drug detection) for the Racing Commission; (2) animal rabies testing for the Department of Agriculture; (3) toxicology for the Chief Medical Examiner; (4) drug identification for law enforcement agencies; (5) blood and breath alcohol analysis and certification of blood/breath alcohol analysts and breath alcohol analyzers for the Highway Safety Program; (6) water analysis for the Department of Transportation; (7) pesticide testing for the Department of Agriculture and Department of Transportation; (8) bacteriological analysis of stuffed toys for the Department of Labor; (9) arson testing for the Department of Public Safety; and (10) Clinical Laboratory inspection and consultation for the Division of Licensing and Certification, Bureau of Medical Services.

Clinical diagnostic services are provided to local departments, private physicians, hospitals,, and other health care providers. These services are in the fields of bacteriology, virology, mycobacteriology, mycology, parasitology and serology. Rabies diagnosis in animals is performed at the request of physicians and veterinarians, when an exposure or risk is indicated.

Drinking water safety testing is provided to private well owners and also to public water supply companies. The current concern over radon (a radioactive element) in deep well water has generated a great deal of demand for this test.

Public awareness of environmental pollution has continued to increase, resulting in additional requests for testing for toxics such as pesticides and herbicides, hydrocarbons, volatiles, and PCB's. The legislature has taken a new initiative in providing help in testing to private well users threatened by seriosu contamination (PL 1984, Chapter 837). This law provided increased resources for the Public Health Laboratory to do such testing and substantially increased the lab's workload, especially in the toxics area. Such changes will continue to shape the lab's future directions.

Financially, the fee-for-service system continues to be the major source of funding for the Public Health Laboratory. Over 65% of the Lab's expenses were funded from this source in FY 85. The remainder of the expenses are funded by state (32%) and federal (3%) sources. The Lab continues to be challenged by the need to cover the cost of its operation while keeping charges low enough to serve a public health and public service function.

LICENSES, PERMITS, ETC.

License:
- Independent Clinical Laboratory

Certificate:
- Blood Alcohol Phlebotomist
- Blood Alcohol Analyst
- Drug Analyst

Breath Alcohol Testing Equipment
Water Testing Laboratory

PUBLICATIONS:
LAB GAB—quarterly newsletter—sent to hospitals, private laboratories, pathologists, State Public Health Laboratory Directors and other interested parties. (Available free of charge.)

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $1,513,400.06 in FY 85 and are, by administrative decision, included with those of Bureau of Health.

DIVISION OF PUBLIC HEALTH NURSING

HELEN ZIDOWECKI, DIRECTOR

Central Office: 157 Capitol Street, Augusta *Telephone:* 289-3259
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 147; *Citation:* 22 M.R.S.A., Sect. 1961
Average Count—All Positions: 60 *Legislative Count:* 50

PURPOSE: The responsibilities of the Division of Public Health Nursing are as follows: to establish standards for nursing programs carried out by the department pursuant to state and federal laws or regulations, to provide community nursing services in communicable diseases; to promote programs for the health of mothers and children. The Division also has the responsibility of informing the community of nursing agencies and to provide nursing services, and technical assistance.

ORGANIZATION: The Director, Bureau of Health hires the Director of Public Health Nursing, who is licensed as a registered nurse in the State and has education and experience in community health nursing.

The Division is made up of 3 full-time professionals (2 consultants, 1 director) and three clerical central office staff and fifty-five full-time equivalent people in the eighteen field offices.

PROGRAM: The focus of the Division of Public Health Nursing is on preventive nursing services, specifically child health services, and disease control. The Division is involved in programs of prevention and detection such as lead poisoning, sudden infant death syndrome, and the development of standards of nursing in community health.

Direct services to all ages rendered by the Division are provided through direct visits to patients, and through clinic activities. Consultation is provided to Community Nursing Agencies, and other parts of the Department.

During FY 85 approximately 25,000 direct visits were made to patients in connection with communicable disease control (such as tuberculosis and venereal disease), maternal and child health (pregnant women, newborns and infants, premature births, sudden infant death—children under Handicapped Children's Services, etc.), Lead Poisoning Program, mental and emotional health and health promotion (visits to well people with the focus on prevention of health problems). Clinic activities include preschool clinics (about 60 locations), immunizations, tuberculin testing of school personnel, tuberculosis clinics and handicapped children clinics (such as cardiac, orthopedic, child development, cleft palate and cystic fibrosis).

The Division of Public Health Nursing is increasingly becoming involved in standards-setting for nursing practices in the field, and to this end, the Division has developed policies and procedures for visits in several of these areas. The Division collects data in areas of sudden infant death, well-child care, and services to high risk infants, to name a few. These activities, in addition to organizing clinics for immunization for children, detection of tuberculosis, and the overall

coordination of nursing services on a community-wide basis, constitutes the emerging role for the Division's nurses.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Health.

ADVISORY COMMITTEE ON RADIATION

DR. RICHARD OVERGAARD, D.M.D.

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Radiation Control Program, Statehouse Sta. #10, Augusta, Maine 04330
Established: May 25, 1983
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 474; *Citation:* 22 M.R.S.A., Sect. 675
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Advisory Committee on Radiation was established to make recommendations to the Commissioner of the Department of Human Services, and to furnish such advise as may be requested by the Department on matters relating to the regulation of sources of radiation.

ORGANIZATION: The authority to appoint an Advisory Committee on Radiation was established by an Act of the legislature and became effective on May 25, 1983. By statute the Advisory Committee on Radiation consists of 5 members with training and experience in the various fields in which sources of radiation are used. Four of the members have been appointed, with an effective date of October 22, 1984.

PROGRAM: The Advisory Committee on Radiation has met once since the appointment of its members. At this early stage in the development of the committee, they are formulating a plan of future activities and to date have provided input and advice to the Division of Health Engineering on the drafting of the Division's rules relating to Radiation Protection. Future program issues will involve other areas such as nonionizing radiation, radiation environmental surveillance, obtaining agreement state status with the U.S. Nuclear Regulatory Commission, and low level waste issues.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $84.93 in FY 85 and are, by administrative decision, included with those of the Division of Health Engineering, Department of Human Services.

DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)

ROBERT R. NADEAU, DIRECTOR

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2546
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Sunset Review Required by: June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144R; *Citation:* 22 M.R.S.A., Sect. 3

PROGRAM: This unit is responsible for providing generic administrative support services to all program units housed in the five regional offices as well as branch offices in each region. Its major functions fall into five categories: (1) reception services, (2) personnel services, (3)

fiscal services, (4) office services, and (5) plant management services. These services, provided for the comfort of the public as well as staff, are offered in Portland, Biddeford, Sanford, Lewiston, Mexico, Farmington, Augusta, Skowhegan, Rockland, Belfast, Bath, Bangor, Ellsworth, Dover, Lincoln, Machias, Calais, Houlton, Presque Isle, Caribou, and Fort Kent. These several offices enable the public to receive services in all areas of the state.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF REGIONAL ADMINISTRATION (HUMAN SERVICES)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	M. . Funds
EXPENDITURES						
Salaries and Wages	16,923,799	8,185,098			8,738,701	
Health Benefits	1,032,510	487,681			544,929	
Retirement	2,651,959	1,283,509			1,368,450	
Other Fringe Benefits	95,781	35,671			60,110	
Computer Services—State	329,545	157,511			172,034	
Other Contractual Service	2,677,223	1,158,125			1,519,098	
Rents	1,487,214	632,363			854,851	
Commodities	124,314	49,830			74,484	
Grants—Subsidies—Pensions	88,662	32,537			56,125	
Equipment	116,957	41,883			75,074	
Interest—Debt Retirement	8	1			7	
Transfers to Other Funds	204,637				204,637	
TOTAL EXPENDITURES	25,732,709	12,064,209			13,668,500	

BUREAU OF REHABILITATION

DIANA SCULLY, DIRECTOR
GAIL WRIGHT, Deputy Director

Central Office: 32 Winthrop Street, Augusta *Telephone:* 289-2266
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 152; *Citation:* 22 M.R.S.A., Sect. 3052
Average Count—All Positions: 272* *Legislative Count:* 39**
*Represents Average Filled Positions—FY 85
**Represents # State Authorized Positions—FY 85

Organizational Units:
Div. of Disability Determination Services
Div. of Deafness
Vocational Rehabilitation Services
Div. of Eye Care
Div. of Welfare Employment
Div. of Driver Education
Evaluation Programs

PURPOSE: Through the authority vested in the Commissioner of Human Services, the Bureau of Rehabilitation consolidates the administration of various State rehabilitation services available to handicapped and disadvantaged individuals. The Bureau is authorized to provide a comprehensive program of rehabilitation services, including independent living services, vocational

rehabilitation services, and provide evaluation and work adjustment services for purposes of the Federal Rehabilitation Act and the Social Security Act and their amendments and additions. The Bureau also makes determination of disability as required under these Acts, applies for and receives Federal assistance under these Acts, and cooperates with the Federal Government in carrying out the purposes of any Federal statutes pertaining to vocational rehabilitation. Furthermore the Bureau provides a program of services to learning impaired and to visually handicapped individuals, including the prevention of blindness. The Bureau also administers an evaluation and education program for people convicted of operating under the influence (OUI), and a program of education, training, and job placement for welfare recipients to enable them to become self-sufficient. Lastly, the Bureau coordinates the services of the Governor's Committee on Employment of the Handicapped.

ORGANIZATION: The Bureau of Rehabilitation originated in 1921 with the creation of the Vocational Rehabilitation Division under the general supervision of the State Board of Education. In 1969, legislation directed that a functional unit of rehabilitation services be created within the Department of Health and Welfare and that a Vocational Rehabilitation Services unit also be created in the Department to administer services related to Federal vocational rehabilitation programs. This legislation resulted in the establishment of the Bureau of Rehabilitation and the transfer of the Vocational Rehabilitation Services to the Department and placed administratively within the new Bureau. The Division of Disability Determination Services, while operating as a small unit of the Department since 1956, was also made an administrative unit of the Bureau at that time. The Division of Eye Care was added to the Bureau in 1970, the Division of Driver Education Evaluation Program in 1976, Division of Deafness in 1982, and Division of Welfare Employment in 1984.

All of these programs have the goal of assisting handicapped and disadvantaged people to function at their highest level of potential.

PROGRAM: The programs of the Bureau are conducted through several service areas:

Rehabilitation Services Program. The major goal of Vocational Rehabilitation (VR) Services is to provide a broad program of services to assist individuals who are handicapped by physical, mental, or emotional impairments to prepare them for and achieve suitable employment. Specifically, these services include evaluation of rehabilitation potential, including diagnostic and related services incidental to the determination of eligibility for, and the nature and scope of, services to be provided; counseling and guidance; physical and mental restoration services; vocational and other training services, including personal and vocational adjustment; maintenance as necessary during rehabilitation; and services to members of a handicapped individual's family. Other services include placement in a suitable occupation, including post-employment services to assist handicapped individuals to maintain their employment; occupational licenses, tools, equipment and initial stocks and supplies.

Under the auspices of vocational rehabilitation, the Bureau also provides special emphasis programming for the severely disabled. Special services include transitional housing for the mentally ill, mentally retarded, physically handicapped; transitional employment for the mentally ill; van and home modifications for the physically handicapped; computer programmer training; and, self-employment.

The Bureau also supports three additional special service areas: Social Security Disability (SSDI) and Supplemental Security Income (SSI); Independent Living programs; and Facility Services. The intent of vocational rehabilitation of SSDI and SSI beneficiaries is to enable them to become employed at a level that removes the need for continued public support. The Independent Living programs allow severely disabled people to remain at home or in the community, thus avoiding the necessity of placement in nursing homes, hospitals, or other institutions away from home and family. Other services to help severely disabled persons live or function more independently within the home, family, community or on the job are available. Facility Services are implemented through grant awards and fee-for-service agreements with private nonprofit agencies which provide an array of services to assess rehabilitation potential, develop social and vocational skills, provide transitional and sheltered employment, and prepare handicapped people for the job market.

In the context of providing services to handicapped people and placing them in employment, the Bureau supports the Office of State Handicapped Accessibility. Staff of this office assist organizational recipients of federal funding to comply with Section 504 of the Rehabilita-

tion Act of 1973 which requires that they provide employment and accessibility to qualified handicapped persons.

Division of Eye Care. The Division of Eye Care was established legislatively to provide a program of services to blind citizens, including the prevention of blindness, the location and registration of blind persons, and the provision of special services including education services to blind children ages 0-21. The division also provides vocational guidance and training of the blind, including the instruction of adult blind in their homes. Other services include placing blind persons in employment, including installing vending facilities in public buildings to be operated by a blind person licensed by the Division, assisting the blind in marketing the products of home industries, and providing other social services. (See additional report following this section).

Division of Deafness. The Division of Deafness was legislatively established in 1985 to provide a program of services to deaf and hearing impaired people. The Division maintains an up to date registry of deaf persons, and operates "hearing dog" and interpreter service programs. Teletypewriter devices for the deaf (TDD) are provided through a cost sharing and loaner program. Identification cards are available free of charge to assist deaf people in emergency, medical, social, or legal situations where an interpreter is needed. A separate ID card is available for owners of "hearing dogs". In addition, any eligible deaf or hearing impaired person ma, receive the full range of vocational rehabilitation services required to meet individual needs. The Division provides evaluation and services to sensorineurally impaired deaf children.

Division of Welfare Employment (DWE). This division offers an array of employment related services designed to enable welfare recipients to become self-sufficient and to eliminate their dependency on public assistance. Services to the division are designed to define an individual's employability, and to meet their employment related needs for education, training, and support services. The program teaches job search skills, develops and reinforces a positive self-image, trains people to perceive job interviews from the employer's point of view, provides education and skill training, and maintains job seekers support groups. The division also has the authority to use creative use of federal and state subsidies for employers and for welfare recipients seeking jobs. (A more complete description is included under the listing for the Division of Welfare Employment).

Division of Driver Education Evaluation Programs (DDEEP). The goal of this division is to reduce the incidence of drinking and driving on Maine highways and the number of injuries, disabling conditions and fatalities resulting from alcohol-related crashes.

The program provides separate adult and teen programs. The programs are designed for adults and teens whose licenses have been suspended for drinking and driving. An educational experience based upon the effects of alcohol and other drugs on driving skills and other relevant factors concerning alcohol use/abuse is presented in adult classes and teen groups. Each person is individually assessed to determine their drinking behavior. If it is determined through a preliminary assessment, using established criteria, that the person may be experiencing an alcohol problem then the person is referred to an approved agency or private practitioner for evaluation and, if necessary, treatment. The Motor Vehicle Division is notified when program requirements have been completed.

Division of Disability Determination Services (DDS). Disability Determination Services is a state agency regulated by the Social Security Administration to adjudicate all Social Security Disability Insurance and all Supplemental Security Income claims. Through a process of medical record review and medical consultation, the program determines the eligibility of individuals for these two Social Security benefits. Although quality and quantity goals are mandated by the federal Social Security Administration, DDS has a continuing goal of serving the public by giving fair, timely, and accurate disability decisions to all who apply for disability benefits.

PUBLICATIONS:

Each program publishes brochures describing its services and eligibility requirements. Assorted educational pamphlets are also available on many disabling conditions as well as descriptive reports and publications promoting general public awareness. Most publications are free and may be obtained during working hours in the respective program offices.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,426,817	432,102			3,994,715	
Health Benefits	253,835	21,893			231,942	
Retirement	696,099	67,823			628,276	
Other Fringe Benefits	19,441	1,856			17,585	
Computer Services—Comm	400				400	
Computer Services—State	71,036	68,596			2,440	
Other Contractual Service	1,817,326	414,641	65,817		1,336,868	
Rents	300,041	216,556			83,485	
Commodities	50,376	19,233			31,143	
Grants—Subsidies—Pensions	5,271,097	840,216	43,670		4,387,211	
Equipment	39,561	4,253	839		34,469	
Interest—Debt Retirement	8	8				
Transfers to Other Funds	91,899		994		90,905	
TOTAL EXPENDITURES	13,037,936	2,087,177	111,320		10,839,439	

SCIENTIFIC ADVISORY PANEL

ROBERT A. MICHAELS, CHAIR
NORMAN ANDERSON, CONTACT

Central Office: 157 Capitol Street, Augusta *Telephone:* 289-3591
Mail Address: Statehouse Sta. 11, Augusta, Maine 04333

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 476; *Citation:* 22 M.R.S.A., Sect. 1693A

PURPOSE: The major duties of the Scientific Advisory Panel are to act in an advisory capacity to the Director, Maine Bureau of Health, in assessing the human health impacts of hazardous air pollutants. In addition, the Scientific Advisory Panel may evaluate other environmental health problems, at the request of the Director of the Bureau of Health. The Panel meets on a bi-monthly basis.

ORGANIZATION: The Scientific Advisory Panel consists of seven members, appointed by the Commissioner of Human Services. Members represent a cross-section of various environmental health disciplines, including pulmonary medicine, toxicology, industrial hygiene, atmospheric chemistry, epidemiology, and molecular biology. The term of office is three years and may be renewed. Members of the Panel serve without compensation, but are entitled to reimbursement of expenses incurred in the performance of their duties.

FINANCES, FISCAL YEAR 1985: Expenditures of this unit are included with those of the Bureau of Health's Environmental Toxicology Program.

BUREAU OF SOCIAL SERVICES

PETER E. WALSH, DIRECTOR
HARMON D. HARVEY, Deputy Director

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2971
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1991

Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 148; *Citation:* 22 M.R.S.A., Sect. 5308

Average Count—All Positions: 98 *Legislative Count:* 115

PURPOSE: The Bureau of Social Services, with the advice of the Maine Human Services Council and the Maine Committee on Aging and subject to the direction of the Commissioner of Human Services, is authorized to establish the overall planning, policy, objectives and priorities for all functions and activities relating to human services, including services to older people funded by the Federal Social Services Block Grant (SSBG). The Bureau also encourages and assists development of more effective and coordinated use of existing and new resources and social services available to Maine residents, and serves as a clearinghouse for information related to social services and gather knowledge and statistics, prepare, publish and disseminate educational materials dealing with social services. Additionally, the Bureau convenes and conducts conferences concerned with the development and operation of social service programs intended to benefit citizens, and provides or coordinates the provision of information, technical assistance and consultation about social services to public and private non-profit organizations; to administer any State plans required by the Priority Social Services Act of 1973 and the SSBG as amended and to administer State or Federal programs or Acts relating to human services which are not the specific responsibility of another State agency. Also the Bureau assists the Legislative and Executive branches of State Government to coordinate all government efforts relating to human services, except services to older people, and conducts a continuing evaluation of the social services programs and activities affecting Maine residents and prepare, adopt and administer policies, procedures, rules and regulations to govern the development and operation of such programs and activities. Furthermore the Bureau administers within any specified limitations any funds from any source for the benefit of Maine residents in need of social services and develops, in cooperation with the other agencies, a plan for meeting the needs for trained personnel in the field of social services and to conduct and provide for the conducting of such training.

ORGANIZATION: The Bureau of Social Services was established as the Bureau of Human Services by statute in 1974 as a separate and distinct organizational unit of the Department of Health and Welfare (now the Department of Human Services). Among its responsibilities were those formerly assigned to the department's Office of Resource Development which was created in 1973 to administer the state's new Priority Social Services Program. During the 1974 transition period the office continued to function until the new bureau became operational near the close of FY 77 and then was disbanded.

The 107th Legislature changed the bureau's name to the Bureau of Resource Development. A departmental-wide administrative reorganization in early 1975 added to the bureau a Social Services Consultation and Policy Development Unit and assigned to the bureau many of the department's research, evaluation, and planning functions previously assigned to the Bureau of Social Welfare. A modest federal grant in 1974 enabled the bureau to begin the planning and development of a statewide information and referral system for all Maine citizens. The bureau was designated in March 1975 as the departmental unit responsible for administration and development of Maine's Title XX Comprehensive Annual Services Plan, in addition to the previously assigned IV-B Child Welfare Services Plan.

In 1979 by order of the Governor, the U.S. Department of Agriculture Child Care Food Program was transferred from the Department of Educational and Cultural Services to this bureau. This program provides federal assistance to food programs administered through a multitude of child caring agencies.

Also in 1979 the responsibility for statewide refugee coordination was accepted by the Gover-

nor from the federal government and assigned to the bureau which has resulted in services to over 1,100 Indo-Chinese, Cuban-Haitian, Poles and other refugees throughout the state. This program is administered by the bureau through various purchase of service agreements with community agencies.

In 1980 the 110th Maine Legislature renamed the bureau to the Bureau of Social Services.

PROGRAM: A major task of the Bureau has been to develop and administer Maine's Title XX plan. Title XX of the Federal Social Security Act was signed into law by the President in December, 1974, effective October 1, 1975. Title XX replaced Titles IV and VI of the Social Security Act, the previous funding source of much of the Department's human services. Although no additional funds were involved, Title XX presented both challenges and dilemmas for the Bureau. At stake were $16,300,000 annually in Social Services provided by the Department, other state agencies, and the private sector under a 3-1 Federal matching formula. Under the Bureau's and the Maine Human Services Council's leadership, Maine took the initiative in protesting Federal program regulations issued under Title XX which would have restricted services to thousands of Maine's poor and elderly. Although somewhat modified in their final form, these regulations do not adequately allow local flexibility in developing Maine's plan and may well be challenged in future sessions of Congress. The requirements of Title XX required, within a 90-day period, the development of a comprehensive State human services plan involving several hundred service providers. The Bureau, in cooperation with a task force of service providers, citizens, and consumers, and with the advice and input of the Maine Human Services Council and the Maine Committee on Aging, developed a plan which has been a model for other states and assures continued Federal support for human service programs in Maine. Key components of the plan include resource allocation by service area, identification of unmet needs, and an inventory of current services provided. The Bureau looks forward to continued refinement of this plan, including the development of a comprehensive statewide human services needs assessment.

The continued funding by the Legislature of Maine's Priority Social Services Program, with emphasis on service provision to rural areas, has given the Bureau a mandate to address a serious problem in human service provision in Maine. Rural areas under 10,000 population have traditionally had neither the local resources nor personnel to develop and fund basic human services such as meals, transportation, homemakers, day care, and mental health-mental retardation services. The Bureau has developed a plan under the Priority Social Services which will assure that Maine's rural residents begin to receive more of their fair share of human services.

With the availability of additional Federal dollars specifically for child care services the Bureau has experienced an expansion of this critically needed service. The Bureau continues to actively support the need for permanent availability of these additional dollars through increase in Title XX ceiling and eventually the SSBG.

Studies on child abuse and neglect and later abuse and neglect of adults, have focused attention on the need to expand the Department's capability to address particularly the preventative aspects of this vulnerable target population. A 24-hour capability for response is already operative. Expansion of staff was possible primarily through commitment of a portion of available Title II—Anti-recession Act funds. The Bureau has now received permanent supportive funding for this service through State appropriations.

The Bureau continues to explore better methods of service delivery. This process requires continuous research as to people's needs and evaluation of the program in meeting those needs. The following short and long-range plans are currently being developed to that end.

The passage of comprehensive adult and child protection statutes by the Maine Legislature has led to increased responsibilities for the implementation and interpretation of programs designed to protect the safety and well being of those Maine citizens who are unable to take care of themselves. Major emphasis has been placed on defining the legal and social responsibilities and ensuring the cooperation and education of public and private agencies and the general public in meeting the needs of these citizens.

Division of Child and Family Services. This division is responsible for policy development, interpretation, implementation, and monitoring of all Child and Family Services oriented programs of the Bureau. This includes the administration of approximately $4 million in state and federal funds including the SSBG, IV-B, and IV-E. It is responsible for technical assistance to DHS regional offices, direct service staff, their supervisors, and administrative staff. Services under the responsibility of this division include court services, difficult or unusual case

situations, approval of certain regional requests, residential treatment, surrender for adoption for committed children, adoption assistance, etc. It is also responsible for administration of the Interstate Compact on Placement of Children. In addition, it is responsible for homefinding and approval of foster homes for children.

Division of Adult Services. This division is responsible for policy development, implementation, and monitoring of all services to adults administered through direct service staff of regional offices. It includes responsibility for providing technical assistance to staff, for working with the office of the Assistant Attorney General for determining appropriateness of petitions for guardianship under the Adult Protection laws. Although some services directed at adults under the auspices of this bureau are considered supportive, the priority focus on services is for the protection of adults. In addition, licensing of certain types of families is the responsibility of this division.

Division of Purchased and Support Services. This division is responsible for the administration of more than $12 million in state, federal, and local funds under the SSBG, the state Priority Social Services Act, the Refugee Resillient Program, and the Family Services Prevention Program. It works with private and public agencies seeking to contract with DHS to provide services eligible for funding under the above mentioned programs. It is responsible for the negotiation, administration, and monitoring of contractual services with these community agencies. It is also responsible for licensing of day care facilities and child care facilities, including nursery schools.

LICENSES, PERMITS, ETC.:

Licensing Unit
- License:
  - Children's Homes
  - Children's Residences
  - Day Care Centers (for Non-Recurring Clientele)
  - Family Day Care
  - Group Day Care
  - Nursery School
  - Child Placement Agency

PUBLICATIONS:

Final State Plan—Social Services Block Grant Plan Report—Social Services Programs—Fee Undetermined.

Annual Statewide Child Welfare Services Plan
Refugee Resettlement Plan
Adult Services Annual Plan
Child Care Food Program Annual Plan

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SOCIAL SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,194,037	1,269,667	5,968		918,382	
Health Benefits	106,790	59,25	345		47,155	
Retirement	339,054	195,795	956		142,303	
Other Fringe Benefits	9,314	5,638			3,676	
Computer Services—State	106,789	106,680			109	
Other Contractual Service	730,161	365,965	77,292		286,904	
Rents	6,037	1,282	1,878		2,877	
Commodities	26,373	7,404	1,733		17,236	
Grants—Subsidies—Pensions	20,065,290	13,531,432			6,533,858	
Equipment	5,652	1,482	2,091		2,079	
Transfers to Other Funds	33,798		2,091		31,707	
TOTAL EXPENDITURES	23,623,295	15,544,655	92,354		7,986,286	

OFFICE OF VITAL STATISTICS

ELLEN M. NAOR, STATE REGISTRAR
LORRAINE A. GERARD, Deputy State Registrar

Central Office: Human Services Bldg., Augusta *Telephone:* 289-3181
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: 1892 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 146; *Citation:* 22 M.R.S.A., Sect. 2701
Average Count—All Positions: 11 *Legislative Count:* 19

PURPOSE: The Office of Vital Statistics was established to maintain a state-wide system for the registration of Vital Statistics. Furthermore, the State Registrar is responsible for directing the activities of municipal clerks in the registration of Vital Statistics.

ORGANIZATION: The State Registrar is selected by the Commissioner of Human Services in accordance with appropriate standards of education and experience. In February, 1982, operations and staff of the Office of Vital Statistics were transferred to the Bureau of Health Planning and Development (now the Office of Health Planning and Development).

PROGRAM: The Office of Vital Statistics manages the State vital statistics system, provides vital records services for the general public, and prepares reports on the vital statistics of the State. In fiscal year 1984-1985 the Office of Vital Statistics continued its regular program of collecting vital records, filing them, furnishing vital statistics data to the National Center for Health Statistics on magnetic tape and microfilm for the preparation of national vital statistics reports; for 1983 data, completed a major revision in the format and content of the publication Maine Vital Statistics; initiated changes in the burial transit form and related changes in the death certificate; revised the physical form of the marriage certificate; and fully implemented a new two-part fetal death certificate, including associated computer systems.

LICENSES, PERMITS, ETC.: Certificates of live birth, death, and marriage. Official reports of fetal death, and spontaneous and induced abortion. Official records of divorce or annulment.

PUBLICATIONS:
Maine Vital Statistics, 1983*
*Limited number distributed free; additional printings available on request at cost.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Office of Management and Budget.

DIVISION OF WELFARE EMPLOYMENT

LINDA WILCOX, DIRECTOR

Central Office: 32 Winthrop St., Augusta *Telephone:* 289-2636
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333
Established: November, 1981
Reference: Policy Area: 03; *Umbrella:* 10; *Unit:* 144G; *Citation:* 22 M.R.S.A., Sect. 1
Average Count—All Positions: 58 *Legislative Count:* 3

PURPOSE: The Commissioner created the Division of Welfare Employment in November 1981 to carry out state and federal laws, regulations and policies concerning the employment, education and training of welfare recipients. In addition, the Commissioner sought to develop new approaches and programs to address the employment needs of welfare recipients.

ORGANIZATION: The Division of Welfare Employment is located within the Bureau of Rehabilitation. In addition to seven central office staff, 57 staff are located in regional offices (Portland, Lewiston, Augusta, Bangor and Presque Isle) and various itinerant points throughout the State.

The largest program within the Division is the Welfare Employment, Education and Training Program (WEET). This statewide program provides assessment, counseling, education and training referral, supportive services referral, job search assistance, job development, and resource development to recipients of Aid to Families with Dependent Children (AFDC). WEET is authorized by Part IV-C of the U.S. Social Security Act and by Maine Public Law 1981, Chapters 512, 617, and 730.

The Division also operates two other statewide programs for AFDC recipients: The Employment Search Program under Title IV-A of the U.S. Social Security Act and a grant diversion program known as Training Opportunities in the Private Sector (TOPS) under Title IV-A and pursuant to Maine Public Law 1983, Chapter 466.

The Division also operates an Employment Search Project for Food Stamps recipients in five Maine towns: Portland, Lewiston, Augusta, Bangor and Presque Isle. This program is authorized by Federal Food Stamps Law.

PROGRAM: A description of these four programs follows:

WEET Program. In April 1982, the new WEET Program replaced the old WIN Program. During 1981 several things had happened which reflected a concensus that changes were needed. In June 1981, the Legislature enacted the Job Opportunities Act of 1981. This law is based on the premise that the State of Maine must place greater emphasis on education and training for AFDC recipients "with the goal of enabling them to become self-sufficient and to eliminate their dependency on public assistance." In October 1981, Governor Joseph E. Brennan applied to the Federal Government to participate in a national demonstration program. This has given the State a great deal of flexibility in the design and administration of the new WEET Program.

The Division of Welfare Employment is responsible and accountable for the entire operation of the WEET Program. In the past, the WIN Program was administered by two departments: Labor and Human Services. This resulted in duplication of administration costs and staff, differing philosophies and policies guiding the two sides of the program and inconvenience for clients who were ping-ponged between the two departments.

WEET staff provide the following services to AFDC recipients:

—WEET staff work closely with AFDC recipients to assess their employability and their employment-related needs for education, training and support services and to develop plans for addressing those needs;

—WEET staff provide job search assistance, on both a group and individual basis, to AFDC recipients.

—WEET staff function as case managers, working with individual AFDC recipients to put together the particular mix of available employment, education, training and support services needed by the individual recipients; and

—WEET staff also function as advocates to ensure the availability of and accessibility to

services and opportunities for AFDC recipients.

Food Stamps Project. The Food Stamps Project went into effect in January, 1983. The Division of Welfare Employment was awarded a contract by the U.S. Department of Agriculture to participate in a national demonstration program involving employment search for Food Stamps recipients.

The Division operates group employment search sessions for Food Stamps recipients in the 5 areas in which its regional offices are located. The group employment search approach includes both instruction and practical experience in identifying and securing a job. The approach:

—teaches job search skills;
—develops and reinforces a positive self-image;
—considers interviews from the employers' point of view;
—provides supervised telephones from which clients make their own job development calls; and
—establishes a job seekers' support group.

TOPS. The purpose of TOPS is two-fold: first, to promote the transition of long-term AFDC recipients with a sporadic work history to unsubsidized jobs, primarily in the private sector; and second, to reduce the AFDC caseload, thereby creating welfare savings. The major feature of TOPS is AFDC grant diversion. Grant diversions is a mechanism for increasing the scope of employment opportunities for AFDC recipients and applicants by productively converting income maintenace funds into wage subsidies to create jobs and training positions.

Employment Search Program. Participation in the Employment Search Program enables the Division of Welfare Employment to use AFDC funds to pay for some of the costs associated with both individual and group job search for AFDC recipients.

Results of the Division activities:

	Recipients Served	Entered Employment
WEET	6,039	1,383
Food Stamps	1,249	272

PUBLICATIONS:

Women, Work and Welfare, Final Report of the Work Opportunities Committee, June 1981.

Training Opportunities In The Private Sector, A Welfare Grant Diversion Proposal by the State of Maine, July 1983.

Employment Search Project, A Job Club Proposal for Food Stamps Recipients in the State of Maine, September 1982.

A Report on Maine's Welfare Employment Education and Training Program, submitted to: members of the 111th Maine State Legislature, January 1984.

The Work/Education Quarterly, Vol. 3, No. 1, 1984/85. Published by the Maine Occupational Information Coordinating Committee.

Interim Findings from Maine's Great Diversion—Funded Employment Program—MDRC—Manpower Demonstration Research Corporation, Three Park Avenue, New York, New York 10016.

(All publications are free and available from the Division of Welfare Employment.)

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Rehabilitation.

MAINE HUMAN SERVICES COUNCIL

DOROTHY B. LARRABEE, CHAIRPERSON
ROBERT A. FRATES, Executive Director

Central Office: 2 Central Plaza, Augusta; *Floor:* 2 *Telephone:* 289-2288
Mail Address: Statehouse Sta. #11, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 162; *Citation:* 22 M.R.S.A., Sect. 5313

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Human Services Council purpose is to assist the Executive and Legislative Branches of State Government on human services activities such as education, energy, income, medical, and social services. The Council, as an independent board, takes action in the form of proposed budgetary, policy or legislative actions. Recommendations relate to state and federal plans, policies and programs; particularly state administered funds provided under federal block grants, the U.S. Social Security Act, and other health and human service programs. The Council conducts hearings and forums, and provides information to the public-at-large, national government, and the executive and legislative branches of State Government. The Council also serves as the performance review committee monitoring the development and award of agreements for purchasing social services from providers who are funded by state and federal funds.

ORGANIZATION: The Maine Human Services Council was established in 1974. It consists of seventeen members representing the Legislature, nongovernment organizations, citizens-at-large, private groups and local public agencies concerned with human services. Members, except those representing the Legislature, are appointed by the Governor, for terms of three years. The Governor designates the chairperson from among the appointed members. The Council meets monthly, and its subcommittees/task forces meet throughout the year.

During 1982, the Legislature completed the Sunset Review of the Maine Human Services Council. The Legislature authorized continuation of the Council. In April 1984, the Council recognized its 10th Anniversary.

PROGRAM: During the year ending June 30, 1985, the Maine Human Services Council continued activities to improve programs of health, income supplementation, social services and transportation. Efforts focused on abused children, special needs children, mentally handicapped people, and low income people. Work concentrated on programs of the Department of Human Services, the Division of Community Services, and the Department of Mental Health and Mental Retardation. Priority activities of this independent board continue to be policy/budget/legislative analysis and technical assistance to the Legislature, the Governor, agencies of the Executive Branch and the public-at-large.

Goals and Objectives. The Council adopted goals and objectives at its September, 1984 annual meeting. A major effort concentrated on meeting the current needs of abused children and special needs children for income, medical, social and transportation services. Two key approaches for meeting current needs were to strongly encourage early intervention and prevention, and to seek appropriate funding for programs provided by private, community agencies. Another major effort focused on improving management of programs through use of the Maine Social Services Report, streamlining/networking computer-based information processing, and performing budget/policy analysis.

Meeting the Current Needs of People. The Council carried out this goal by encouraging administrative and legislative action to enact adequate financing of programs. Priority budget items, recommended to the Governor and Legislature included: aid to families with dependent children, purchased social services, reducing the administrative burdens of child protective staff, community mental retardation services, children's mental health services, home based care, public transit, and emergency placements for children-in-crisis. Other major legislative activities related to analysis of and policy recommendations relating to more than 60 children's bills. The analysis and recommendations strongly supported early intervention and prevention of problems, as well as appropriate and greater use of private community agencies. The Council monitored im-

plementation of several correctional programs and the Health Care Finance Commission.

Improving Management of Programs. Another Council objective was to improve administrative support for front line workers, simplify access to services for clients, and improve program administration. This effort had two aspects.

Maine Social Services Report. In order to support the goals of meeting the current needs of people and improving the management of programs; the Council emphasized strong action to implement the Maine Social Services Report. Based on the findings of 7 public forums held in June 1984, the Council worked with 3 state agencies to develop budget and legislative priorities for presentation to the 112th Legislature.

The Maine Social Services Report was prepared as a resource to assist budget and policy development. The unique report presents comparative information covering 4 years in a single document utilizing a uniform format. The report includes budget, policy, and program information describing the activities of the Department of Human Services, Department of Mental Health and Mental Retardatrion, and the Division of Community Services.

The Maine Social Services Report is available to assist citizens, community leaders, and the boards and staff of private and public agencies, as well as state executive and legislative managers. The report is a valuable resource for people wishing to participate in public policy development.

Streamlining Information Processing. The Council assisted and supported legislative and executive efforts to more effectively apply centralized and distributed computer mainframes and microcomputers. Recommendations focused on compatibility of hardware and software, acquisition and operational standards, coordination of information, and networking.

Families and Children's Services. The Council expressed its long standing commitment to families and children by integrating these concerns with various activities. High priority family and children's issues addressed were: increased financial support for needy Maine families, and increased use of existing resources to initiate an Aid to Families with Dependent Children—Unemployed Parents Program. The Council asserts the position that the family and the home is the primary way of helping children, adults and the elderly to meet education, developmental, income, health and social needs.

Review of Agreements to Purchase Services. The Council monitored the development and execution of contracts for community, income, medical and social services between state agencies and provider agencies. The Council worked to promote improved contract administration particularly by encouraging further use of a single audit of multiple contracts administered by one community agency.

PUBLICATIONS:

Child Abuse and Neglect Report (free)
Maine's Hidden Poor in Substandard Housing (free)
Statement of Concern on the Budget Process, 1978 (free)
Analysis of Insured People, Beneficiaries, Services and Payments under Maine's Medicaid and Catastrophic Illness Programs, 1979 (free)
Comments on the Proposed Title 20 Social Services Plan, 1978 and 1979, 1980 (free)
Neighbors Helping Neighbors With Energy-Resource Packet (free)
Food Stamp Report (free)
Maine Social Services Report, 1984 (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN SERVICES COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	65,844				65,844	
Health Benefits	3,942				3,942	
Retirement	10,454				10,454	
Other Fringe Benefits	271				271	
Other Contractual Service	37,191	25,217			11,974	
Rents	5,300	5,300				
Commodities	319	310			9	
Transfers to Other Funds	1,374				1,374	
TOTAL EXPENDITURES	124,695	30,827			93,868	

MAINE INDIAN TRIBAL-STATE COMMISSION

Central Office: None
Mail Address: Statehouse Station 118, Augusta, Maine 04333
Established: April 1980
Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 409; *Citation:* 30 M.R.S.A., Sect. 6212
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The responsibilities of the Commission, as provided in the Maine Indian Claims Settlement, fall in three general areas:

1. Review the effectiveness of the Settlement and the social, economic and legal relationship between the Passamaquoddy Tribe, the Penobscot Nation and the State of Maine. The Commission monitors the Settlement and makes recommendations to the two Tribes and the State of Maine regarding its implementation.
2. Advise the Legislature in the event either Tribe proposes to add land to its Indian territory other than land designated in the Implementing Act. Similarly, the Commission advises the Legislature on the establishment of Extended Reservations, which extend Tribal judicial and law enforcement jurisdictions over additional portions of Indian territories where Tribal members reside.
3. Regulate fishing on certain bodies of water adjacent to Indian Territory, and, when appropriate, study fish and wildlife management practices on non-Indian lands for the purpose of making recommendations to the Commissioner of Inland Fisheries and Wildlife and the Legislature to protect migrating stocks.

ORGANIZATION: The Tribal-State Commission consists of 9 members, 4 appointed by the Governor of the State subject to review by the Joint Standing Committee on Judiciary and to confirmation by the Legislature, 2 each to be appointed by the Passamaquoddy Tribe and the Penobscot Nation, and a chairman to be selected by majority vote of the Commission. The chairman serves a term of four years, and the other eight members each serves a term of three years and may be reappointed.

PROGRAM: The Commission has appointed an Executive Secretary and established an annual operating budget funded jointly by the two Indian Tribes and the State of Maine. The State-appointed members to the Commission have been reappointed and confirmed for new terms, and two new members were appointed by the Penobscot Nation. The Commission voted to reaffirm its approval of extending the statutory deadline for acquisition by the Tribes of additional lands for inclusion in their respective Indian territories, which lands may be held in Trust by the Federal Government. The Legislature amended the deadline for Penobscot acquisition of such lands to January 1, 1987. The Commission has undertaken a study of Tribal judicial and law enforcement jurisdictions, at the request of the new Joint Select Committee on Indian Affairs, to which the Executive Secretary was appointed. During the first session of the 112th Legislature, the Commission monitored the progress of several bills introduced on behalf of the Tribes which would have amended the Implementing Act, and it voted unanimously to table any action relative to a bill that would have permitted operation of high-stakes "Beano" games on Indian reservations. The Commission is drawing up a set of bylaws, and it is identifying by priority an agenda of issues for study by means of "position papers" prepared by the Commission staff.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE INDIAN TRIBAL-STATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	450		450			
Other Contractual Service	5,453	2,952	2,501			
TOTAL EXPENDITURES	5,903	2,952	2,951			

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

GLENN H. MANUEL, COMMISSIONER
NORMAN E. TRASK, Deputy Commissioner

Central Office: 284 State Street, Augusta *Telephone:* 289-3371
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1880 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 137; *Citation:* 12 M.R.S.A., Sect. 7011

Average Count—All Positions: 286 *Legislative Count:* 282

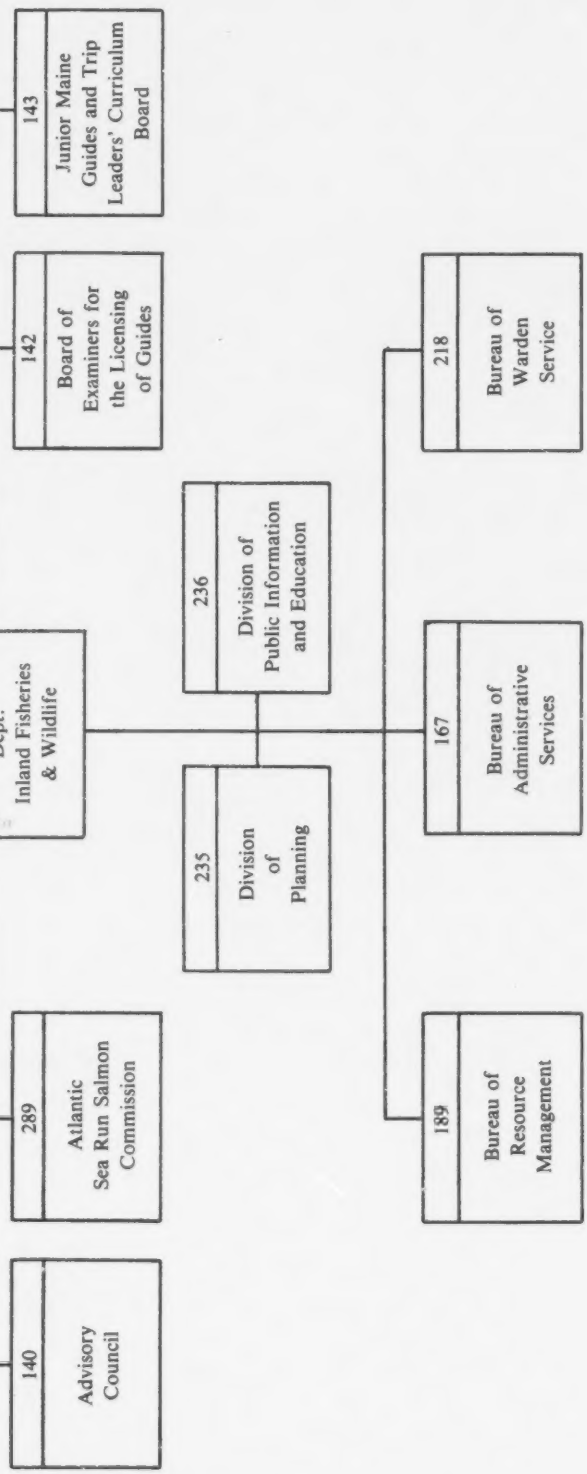
Organizational Units:

Bureau of Administrative Services
Bureau of Resource Management
Bureau of Warden Service
Division of Information and Education
Division of Planning
Advisory Council (Inland Fisheries & Wildlife)
Atlantic Sea Run Salmon Commission
Junior Maine Guides & Trip Leaders Curriculum Board
Board of Examiners for the Licensing of Guides

PURPOSE: The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of rules and regulations governing fishing, hunting and trapping, propagation and stocking of fish, acquisition of wildlife management areas, the registration of snowmobiles, watercrafts, and all-terrain vehicles, safety programs for hunters, snowmobiles and watercraft, and the issuing of licenses (hunting, fishing, trapping, guide, etc.) and permits.

ORGANIZATION: The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. Function Divisions were added as the Department mandates and responsibilities were expanded, e.g., first engineer in 1932; flying Warden Service in 1937; Wildlife Division in 1938; Fisheries Division in 1951; Information and Education in 1955; Program Development and Coordination in 1968; Snowmobile Registration in 1969; Realty in 1970; Watercraft Registration and Safety in 1974 which was combined with Snowmobile Registration to form the Division of Recreational Safety and Registration in 1976. Effective October 1, 1975, the Department was renamed the Department of Inland Fisheries and Wildlife. In 1984, the Department underwent its first Sunset Review by the Legislative Committee on Audit and Program Review. As a result, the Department was reorganized into the following: 1. Bureau of Administrative Services—the existing Divisions of Administration, Licensing and Regulation portion of the Division of Recreational Safety and Registration, and the Land Acquisition and Development Division were combined to form the Bureau of Administrative Services; 2. Bureau of Resource Management—the environmental coordination, administration of the Stream Alteration Act, and the computer functions of the Program Development and Coordination Division, Division of Fisheries and Hatcheries and the Division of Wildlife Management and the Visitor's Center were combined to form the Bureau of Resource Management; 3. Bureau of Warden Service—the safety functions (Hunter, Watercraft, and Snowmobile) were transferred from the Division of Recreational Safety and Registration to the Bureau of Warden Service; 4. Office of the Commissioner—the Division of Public Information (renamed Public Information and Education) and the planning function of the Division of Program Development and Coordination were transferred to the

ORGANIZATIONAL CHART
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE
UMB 09



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,405,251	136,243	5,251,440		1,017,568	
Health Benefits	359,861	5,040	316,322		38,499	
Retirement	1,618,620	21,531	1,447,953		149,136	
Other Fringe Benefits	53,253	583	47,188		5,482	
Computer Services—State	128,338	244	94,636		33,458	
Other Contractual Service	2,173,231	397,022	1,278,786		491,176	6,247
Rents	109,784	742	86,801		22,241	
Commodities	442,490	3,922	406,913		30,716	939
Grants—Subsidies—Pensions	101,481	25	101,431		25	
Purchases of Land	94,382		16			94,366
Buildings and Improvement	1,929					1,929
Equipment	691,106	7,562	633,218		22,588	27,738
Interest—Debt Retirement	91		91			
Transfers to Other Funds	92,078		83,461		8,617	
TOTAL EXPENDITURES	12,271,895	572,914	9,748,256		1,819,506	131,219

Office of the Commissioner.

PROGRAM: The Department's program consists of enforcement, applied research studies, surveys and inventories, program development (planning), artificial propagation and stocking of fish and wildlife, coordination of Department interests between state and federal agencies and the private sector, environmental coordination and administration of the Stream Alteration Law, the search for lost persons, and the registration of watercraft, snowmobiles, and all-terrain vehicles, hunter, snowmobile and boating safety program.

The establishment of rules and regulations is an important part of the program carried out by the Department. The Commissioner is charged with having available at all times copies of abstracts of the inland fisheries and wildlife laws and regulations for distribution to the public. The Open Water Fishing Regulations pamphlet and the Ice Fishing Regulations pamphlet as printed and distributed to the public are declared to be official consolidations of fishing rules. A total of 390,000 copies of these rules were updated, printed and properly filed with the Secretary of State.

Four regulations summaries (Hunting/Trapping: Hunting Regulations also published in French; Migratory Bird; Atlantic Sea Run Salmon) were updated, printed and distributed. (Total of 365,000 copies).

One hundred and seventy-three fishing, 9 hunting and 24 miscellaneous (watercraft, whitewater rafting, all-terrain vehicles and supersport license) proposed regulations were processed and 14 fishing, 17 hunting and 9 miscellaneous hearings were held in compliance with the Administrative Procedures Act.

A complete reporting of these programs will be included in the reports for the various Bureaus and Divisions.

LICENSES, PERMITS, ETC.

Office of Commissioner
- License:
  - Fishing & Hunting—Complimentary—Holders Medal of Honor
  - Junior Guide
  - Importation of Wild Birds and Animals
  - Stocking of State Waters
- Permit:
  - Stream Alteration
  - Breeders of Menagerie (Moose, Caribou & Bear)
  - To transport Live Animals for Breeding and Advertise

Fisheries Division
- Permit:
  - Eel, Alewife, & Sucker (over 20 lbs.)
  - Bass Tournament
  - Scientific Fish Collection
  - Private Pond Stocking

Warden Service
- License:
  - Hunting License, Commercial Shooting Area
  - Use of Dog Training (All Categories)
  - Field Trial License (Retrievers & Sporting Dogs)
  - Eel. (not exceeding 20 lbs. to licensed trapper for trap bait)
  - Fishing License for Children's Camps
  - Snowmobile Races
- Permit:
  - Coon Dog Training
  - Dog Training Area, Club
  - Dog Training (With Raccoons)
  - Deer Transportation
  - Live Bait Taking in Closed Waters
  - Transportation Tags (Fish)

Hatchery Division
- License:
  - To Cultivate or Harvest Fish and Private Ponds
- Permit:
  - To Import Live Fresh Water Fish or Eggs

Wildlife Division
- License:
  - Falconry
- Permit:
  - Bird Banding Permit
  - Camping in Game Management Areas
  - Permission to Use Poison
  - Scientific Collectors Permit
  - Swan Island Camping Permit
  - Wildlife Control

License Clerk in Town or City
- License:
  - Archery—Resident
  - Combination Hunting & Fishing—Resident
  - Fishing—Resident
  - Hunting—Resident
  - Combination Serviceman's Resident License
- Stamp:
  - Atlantic Salmon—Resident
  - Pheasant

License Agent
- License:
  - Archery—Non-Resident
  - Small Game Hunting—Non-resident
  - Big Game Hunting—Non-resident
  - Fishing (season, 15, 7, or 3 day)—Non-resident
- Stamp:
  - Atlantic Salmon—Non-resident
  - Pheasant

Augusta Office License Clerk
- License:
  - Commercial Shooting Area
  - Deer Skin Dealer
  - Fishing (for blind)
  - Fishing and Hunting for Resident over 70
  - Fur Buyers
  - Game Bird Breeders
  - Game and Fur Farm
  - Guide
  - Indian Hunting, Fishing, Trapping and Archery
  - Live Bait Dealer
  - Roadside Menagerie
  - License to Sell Inland Fish
  - License to Sell Live Smelts
  - Taxidermist
  - Trapping
  - Fishing & Hunting Complimentary—Disabled
  - Fishing & Hunting—Paraplegics, Reciprocity Other States
  - Hunting—Non-resident
  - Fishing—Non-resident
  - Snowmobile Registration
- Permit:
  - Camp Trip Leader
  - Fishing for Patients of Nursing Homes

Miscellaneous:
- Game Bird Seal
- Pheasant Wing Bands
- Pheasant Importation Wing Bands
- Atlantic Salmon Stamp—Non-resident
- Pheasant Stamp

PUBLICATIONS:
- Laws—Hunting, Fishing, Ice Fishing, Trapping (free)
- Maine Fish and Wildlife Magazine—published quarterly—$1.50 per copy
- Lake Surveys $.50 per copy.
- Publications Catalogue (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	338,313		287,314		50,999	
Health Benefits	17,532		15,368		2,164	
Retirement	67,222		58,877		8,345	
Other Fringe Benefits	1,599		1,290		309	
Computer Services—State	320		318		2	
Other Contractual Service	257,847		248,664		2,936	6,247
Rents	3,193		3,193			
Commodities	12,747		11,774		34	939
Grants—Subsidies—Pensions	157		157			
Purchases of Land	94,366					94,366
Buildings and Improvement	1,929					1,929
Equipment	43,399		15,661			27,738
Transfers to Other Funds	6,443		5,598		845	
TOTAL EXPENDITURES	845,067		648,214		65,634	131,219

BUREAU OF ADMINISTRATIVE SERVICES

PETER BRAZIER, DIRECTOR

Central Office: 284 State St., Augusta *Telephone:* 289-2571
Mail Address: 284 State Street, Augusta, Maine 04333
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 167; *Citation:* 12 M.R.S.A., Sect. 7012
Average Count—All Positions: 25 *Legislative Count:* 25

PURPOSE: The purpose of the Bureau is to assist the Commissioner and Division Heads with long range financial planning, preparation and management of annual and biennial budgets, and provide centralized service in areas common to all divisions. The responsibilities of the Bureau include, but are not limited to: 1) financial accounting, 2) personnel management, 3) licensing and registrations, 4) engineering, 5) land acquisition, and 6) equipment inventory.

ORGANIZATION: In 1984, the 111th Legislature reorganized the Department thus creating the Bureau of Administrative Services as one of the major Bureaus. This Bureau is structured in the following manner: Administrative Services Section—headed by an Accountant III. Engineering and Land Acquisition—headed by a Supervisor, Land Acquisition and Development Licensing Section—headed by a Director, Division of Licensing. Personnel—headed by a Personnel Officer. Central Purchasing and Supply—headed by a Storekeeper II.

PROGRAM: The Bureau carried on its obligation to coordinate the accounts of all Department revenues and expenditures providing the Commissioner, Deputy Commissioner, various Legislative Committees, and others with facts, figures, and reports as needed.

The Personnel Section coordinated all staff personnel activities of the Department including processing all personnel actions, advising employees on personnel rules and regulations and providing other personnel information and statistics as required.

The Licensing Section provided the public with hunting and fishing licenses and miscellaneous permits through the Department's main office and designated license agents. The Section also registered all watercraft, snowmobiles and all terrain vehicles. The operation of these machines are regulated in cooperation with all law enforcement agencies and information is provided as required.

The Engineering and Land Acquisition Section coordinated the design, maintenance and repair of all Department owned facilities either by utilization of Department staff or outside contractors. This Section also coordinates any new acquisition of land for the purpose of protection, preservation and enhancement of our inland fisheries and wildlife resources.

The Central Purchasing and Supply Section coordinated the purchase of capital equipment and supplies and dispersed these items on a Department-wide basis. Adequate inventories of vehicles, snowmobile, and outboard motor parts, clothing, footwear and miscellaneous items are held in stock to be issued to all field personnel.

LICENSES, PERMITS, ETC.

Licenses:

- Archery—resident, nonresident, alien
- Combination hunting and fishing—resident, nonresident, alien
- Fishing—resident, nonresident, alien
- Hunting—resident, nonresident, alien
- Combination Serviceman resident license
- Combination fishing & archery—resident
- Commercial fishing & archery—resident
- Commercial shooting area license
- Fishing (for the blind)
- Fishing & Hunting for resident over 70
- Hide Dealers—resident & nonresident
- Game Bird Breeders

Guide—resident, nonresident, alien
Indian hunting, fishing, trapping, archery
Live bait dealers
Wildlife exhibitors
License to sell inland fish
License to sell live smelts
Taxidermist
Trapping
Fishing & hunting disabled war vets—resident
Fishing & hunting paraplegic—reciprocity with other states
Fishing for childrens camps
Commercial Whitewater Outfitters
Motorboat Operator License
(To carry passengers for hire in inland waters)

Permits:
Camp trip leaders
Fishing for patients at certain institutions
Watercraft Races & Regattas on Inland Waters

Miscellaneous
Game Bird Seal
Pheasant wing bands
Pheasant importation wing bands
Atlantic Salmon Stamp—resident & nonresident
Pheasant Stamp—resident & nonresident
Motorboat Registrations
Snowmobile Registrations
All-Terrain Vehicle Registrations

PUBLICATIONS:
Watercraft Laws (free)
Sportsman and Small Boats (free)
Snowmobile Laws (free)
About Boating Safety (free)
Numerous Boating Safety Pamphlets—(U.S. Coast Guard-free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATIVE SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	560,152		521,697		38,455	
Health Benefits	35,344		35,344			
Retirement	89,283		89,283			
Other Fringe Benefits	2,440		2,440		12,921	
Computer Services—State	95,114		95,114			
Other Contractual Service	432,703		432,703			
Rents	68,480		68,480			
Commodities	140,824		140,824			
Grants—Subsidies—Pensions	17,419		17,419			
Purchases of Land	16		16			
Equipment	13,683		13,683			
Transfers to Other Funds	8,277		8,277			
TOTAL EXPENDITURES	1,463,725		1,412,349		51,376	

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

ROBERT MOORE, CHAIRMAN
NATHAN COHEN, Vice Chairman

Central Office: 284 State Street, Augusta; *Floor:* 2 *Telephone:* 289-3371
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1945 *Sunset Review Required by:* June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 140; *Citation:* 12 M.R.S.A., Sect. 7033

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the Commissioner of Inland Fisheries and Wildlife on changes in hunting, fishing, and trapping regulations and other business of the Department. The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

ORGANIZATION: The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of one member representing each of the management units the commissioner establishes to administer chapters 701 to 721. The commissioner is a nonvoting member of the Council ex officio but may vote to break a tie. Appointments are for 3 years or until successors are appointed and qualified. No person shall serve more than 2 consecutive 3-year terms. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term. The members of the Advisory Council receive $25 per day for their services and actual expenses for each fiscal year. The Council holds regular meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable. At the meeting held in May of each year, the Council may elect one of its members as chairman and one as vice chairman.

PROGRAM: The Avisory Council met with the Commissioner to review regulation changes, acquisition on major land parcels, and other department matters eight times during FY 85.

FINANCES, FISCAL YEAR 1985: 12 MRSA, Sect. 7033 provides that expenditures of this unit, which amounted to $5,559 in FY 85, shall be borne by the Department of Inland Fisheries and Wildlife.

ATLANTIC SEA RUN SALMON COMMISSION

GLENN H. MANUEL, CHAIRMAN

Central Office: Hedin Hall, B.M.H.I., Bangor *Telephone:* (207) 941-4449
Mail Address: P.O. Box 1298, Bangor, Me. 04401

Established: 1947 *Sunset Termination Scheduled to Start by:* June 30, 1985

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 289; *Citation:* 12 M.R.S.A., Sect. 6251

Average Count—All Positions: 6 *Legislative Count:* 6

Organizational Units:
Technical Advisory Committee
Advisory Council
Regional Office—Machias

PURPOSE: The Atlantic Sea Run Salmon Commission was established to manage and conserve Atlantic salmon, *(Salmo salar)*, in all waters of the State of Maine and to restore the Atlantic salmon to the rivers of the State. The Commission is authorized to purchase or lease lands, dams and other structures within the State; to acquire flowage rights, mill privileges and right-of-way; and to build dams and other structures for the purpose of conservation of Atlantic sea run salmon. The Commission has sole authority to adopt regulations regarding the taking of Atlantic sea run salmon, but its authority is limited to regulation of the time, method, number, weight, and length of salmon and the locations from which they may be taken. The Commission also may investigate or cause to be investigated conditions affecting the salmon in any waters of the State, and may on its own initiative make or amend such regulations as it deems necessary to conserve Atlantic salmon or promote their propagation.

ORGANIZATION: The Commission is composed of three members, including the Commissioner of Marine Resources and the Commissioner of Inland Fisheries and Wildlife, ex officio, and a third member appointed by the Governor, for a term of four years. The Commissioner of Inland Fisheries and Wildlife is permanent Chairman of the Salmon Commission, with sole authority over administration and financial matters.

The rules and regulations of the Commission governing the taking of Atlantic salmon within the jurisdiction of the State of Maine are enforced by the Warden Service of the Department of Inland Fisheries and Wildlife in inland waters, and by the Marine Patrol of the Department of Marine Resources in tidal waters.

The Commission established an Advisory Council in 1983. The purpose of the Council is to act as liaison between the Commission and Atlantic salmon anglers throughout the state. Meeting periodically, the 9-member Council acts in an advisory capacity in considering Atlantic salmon management and fishing regulations.

The Atlantic Sea Run Salmon Commission was created in 1947. In 1948, a Memorandum of Agreement was signed between the University of Maine, the U.S. Bureau of Sport Fisheries and Wildlife (now U.S. Fish & Wildlife Service), the Department of Inland Fisheries and Wildlife, the Department of Sea and Shore Fisheries (now Department of Marine Resources), and the Atlantic Sea Run Salmon Commission, which delineated the duties and responsibilities of the cooperators.

In September, 1980 a new bilateral Cooperative Agreement was mutually agreed upon and entered into by the State of Maine and the U.S. Fish and Wildlife Service. The duties and responsibilities of the two signatories were delineated and a Technical Advisory Committee was established. The Technical Advisory Committee is composed of 4 members assigned by the State of Maine and 4 members assigned by the U.S. Fish and Wildlife Service. The purpose of the committee is to advise the cooperators on technical matters relative to the Atlantic salmon restoration program in Maine, to review and commitment on proposals for cooperative research, and to provide assistance in developing and updating a salmon restoration plan.

PROGRAM: During FY 1985 the Atlantic Sea Run Salmon Commission assisted regional, national and international agencies (public and private) in cooperative endeavors to restore and enhance Atlantic salmon in Maine and other areas of New England. Highlights of the year's activities are as follows:

Sport Fisheries. The 1984 angling season was significantly improved over 1983. At the season's end recorded catches were as follows: Penobscot — 382, Narraguagus — 71, Dennys — 69, East Machias — 47, Machias — 35, Sheepscot — 22, others — 11. Overall, sport catches in 1984 were nearly double those recorded the previous year. Two individual river records were set in 1984 with a 25½ lb. salmon caught in E. Machias River and a 27½ lb. salmon in the Machias River. Early returns to the 1985 fishery indicate that catches will exceed those of 1984. Mid-June catches of 400 salmon from the Penobscot, 40 from the Narraguagus, and 15 from the E. Machias have already been reported.

Fishway Monitoring. Traps operated by the staff of the Salmon Commission and colleagues from other agencies provide a count of ascending salmon on the Androscoggin, Penobscot, Union, Pleasant and St. Croix Rivers. Trapping facilities at Veazie on the Penobscot River and Ellsworth on the Union River are also utilized to obtain brood stock for continuation of the 2 federal hatcheries in Maine. On the Penobscot, 1,463 Atlantic salmon were counted through the Veazie trap; however, the Union River provided only 39 salmon in 1984. Trap counts on the rivers were as follows: Androscoggin — 98, Pleasant — 16, and St. Croix — 244.

Fish Culture Operations. During the 1984 field season, 506 adult Atlantic salmon were collected from the Penobscot and Union Rivers for brood stock purposes. All fish were held until spawning at Craig Brook National Fish Hatchery. In November, U.S. Fish & Wildlife Service personnel obtained 2.5 million eggs from these fish.

The Green Lake National Fish Hatchery stocked 34,000 parr in the 2-4 inch size class in the fall of 1984. These fish, surplus to the overwintering capabilities of the hatchery, were released in the Penobscot River drainage.

During the spring of 1985, approximately 750,000 smolts were released in the rivers of Maine. An additional 450,000 fry and 50,000 parr were released throguhout the state, from the St. Croix River in eastern Maine to the Saco River in southern Maine. All hatchery-reared salmon stocked in Maine waters are produced at the 2 federal hatcheries.

Miscellaneous. The Commission is cooperating with the Canadian Department of Fisheries and Oceans in an effort to institute a salmon restoration program on the Aroostook River. As part of that effort, the Department of Fisheries provided 87 adult salmon from the St. John River. These fish were transported to the Aroostook River by Commission personnel.

With the assistance of other state and federal biologists, Commission staff conducted comprehensive river surveys on the East Machias and Sheepscot Rivers.

The discovery of several non-native species of salmon in Maine Atlantic salmon rivers during the fall of 1984 is cause for concern. A Chinook salmon was captured in the Penobscot River, while Coho salmon were observed in the Sheepscot, Royal, and Saco Rivers.

Considerable staff time is required to review and comment upon retrofitted hydroelectric power facilities, new or expanded power sites and other projects with significant potential adverse impacts upon the Atlantic salmon resources of the state.

At this time the Atlantic Sea Run Salmon Commission is undergoing the "sunset review" process by the Audit and Program Review Committee of the state legislature. Working with the legislative finance office, the Commission and its staff expect the Atlantic Salmon Commission to be continued with a clearer and more definite purpose in the years ahead.

LICENSES, PERMITS, ETC.

Resident and non-resident licenses authorized under MRSA, Title 12, Chapter 680, subsection 6255. A license is required to fish for, take, possess, ship or transport Atlantic salmon from all inland and designated tidal waters of 12 Maine rivers. There is a season limit of 5 Atlantic salmon (tags issued with license) with the exception of the Penobscot River (only one salmon over 25 inches may be retained) and St. Croix River (no salmon over 25 inches may be retained).

PUBLICATIONS:

1. Maine Atlantic Sea Run Salmon Commission, Regulations, 1985, (No cost).
2. Management of Atlantic Salmon in the State of Maine: A Strategic Plan (no cost).
3. Atlantic Salmon River Management Plans ($2.00 each; $12.00 for a complete set of 9).
   - —Aroostook River (includes Upper St. John River, Meduxmekeag River and Prestile Stream)
   - —St. Croix River
   - —Dennys River
   - —Machias and East Machias Rivers

—Narraguagus and Pleasant Rivers
—Union River (and minor coastal drainages east of the Penobscot River
—Penobscot River
—Sheepscot River
—Saco River

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC SEA RUN SALMON COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	153,739	136,243			17,496	
Health Benefits	5,652	5,040			612	
Retirement	23,892	21,531			2,361	
Other Fringe Benefits	670	583			87	
Computer Services—State	302	244	−57		115	
Other Contractual Service	71,070	20,022	17,401		33,647	
Rents	742	742	−4		4	
Commodities	5,453	2,922	1,119		1,412	
Grants—Subsidies—Pensions	50	25			25	
Equipment	22,695	7,562	8,476		6,657	
Interest—Debt Retirement	1		1			
Transfers to Other Funds	1,478		1,478			
TOTAL EXPENDITURES	285,744	194,914	28,414		62,416	

JUNIOR MAINE GUIDES AND TRIP LEADERS' CURRICULUM BOARD

GLENN H. MANUEL, COMMISSIONER

Central Office: 284 State Street, Augusta; *Floor:* 1 *Telephone:* 289-2571
Mail Address: 284 State Street, Augusta, Maine 04333
Established: 1979 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 143; *Citation:* 12 M.R.S.A., Sect. 7302-7303
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for a Junior Maine Guide Certificate. The Board also adopts, approves, and reviews Camp Trip Leaders' safety course curriculum, and certifies candidates for Camp Trip Leaders Permits.

ORGANIZATION: PL 151 repealed the Junior Guide Examining Board in April, 1979 and created the Junior Maine Guide and Trip Leader's Curriculum Board. The Commissioner of Inland Fisheries and Wildlife appoints a board of 5 members: one member of which is a Maine camp Director, another a representative of the Fish and Wildlife Department, another a representative of the Department of Human Services, and the others, members of the general public. The Board serves without compensation for 3 years or until successors are appointed.

PROGRAM: Pursuant to 12 MRSA, sections 7302-7303 the testing programs were formulated; one for those who wish to lead youngsters afield for trips of more than 2 days and a night and one for those wishing to become Trip Leader Program Instructors. A curriculum was formulated but candidates may use others if they are equal or more comprehensive. A curriculum was also adopted for testing for Junior Maine Guides Certification.

The Trip Leader Curriculum Board reviewed and revised the examination for permit and Instructor applicants in order to make it easier for the Instructors to use and to update material within.

The number of permits issued has remained consistent with the prior year with an increase of 3% to date.

LICENSES, PERMITS, ETC.

Maine Camp Trip Leader Permit
Instructor Certification for Camp Trip Leader Safety Course Curriculum
Junior Maine Guide Certificate

PUBLICATIONS:

Administrative Rules and Regulations adopted Curriculum (outline)
Resources List (study materials)
Copies of 12 MRSA §7302-7303
Associated forms and application blanks
Wallet ID card for Instructors
Course summary sheet
Trip Itinerary Cards
Information packet—free

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $4,955 in FY 85 and are, by administrative decision, included with those of the Department of Inland Fisheries and Wildlife.

BOARD OF EXAMINERS FOR THE LICENSING OF GUIDES

GLENN H. MANUEL, COMMISSIONER OF INLAND FISHERIES AND WILDLIFE

Central Office: 284 State Street, Augusta *Telephone:* 289-3371
Mail Address: 284 State St., Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 142; *Citation:* 12 M.R.S.A., Sect. 7301
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Examiners for the Licensing of Guides was established to determine the applicant's qualifications for the guide classification applied for, and to advise the Commissioner of their findings.

ORGANIZATION: The board shall consist of the Commissioner or such subordinate officer of the Department as the Commissioner may designate, two wardens of the Department, and a representative of the public to be appointed by the Governor for a term of 3 years. The public member shall receive no compensation, but the Department shall reimburse him for actual expenses incurred in carrying out his duties at the same rate as provided for state employees.

PROGRAM:

The Board of Examiners for the licensing of Whitewater Guides met 16 times in Fy 85. The total FY issuance was 217 Resident licenses, 36 Non-Resident licenses and 1 Alien license. The rivers involved were the Kennebec, Penobscot and Dead.

The Board of Examiners for the Licensing of General Guides met 20 times in FY 85. The

Board passed 93 applicants and denied 39. The categories of licenses granted are as follows:

General	26
Hunting	23
Fishing	11
Recreational	24
Hunt/Fish	8
Hunt/Recreational	1

LICENSES, PERMITS, ETC.

Resident Guide License
Nonresident Guide License
Alien Guide License
General Guides License
Hunting Guides License
Fishing Guides License
Recreational Guides License
Whitewater Guides License

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $18,157 in FY 85 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF PLANNING

KENNETH H. ANDERSON, DIRECTOR

Central Office: 284 State Street, Augusta *Telephone:* 289-3286
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 235; *Citation:* 12 M.R.S.A., Sect. 7015

PURPOSE: The Planning Division is directly responsible for development, coordination, maintenance and evaluation of the Department's comprehensive fish and wildlife program.

ORGANIZATION: The Division was established by administrative directive in 1968, and consisted of a data processing section, a grants coordination section, environmental coordination section and a program development and coordination section.

In 1984, the 111th Legislature reorganized the Department. The Program Development and Coordination Division was renamed the Division of Planning and placed in a staff position in the organization to emphasize its department wide planning function.

The computer and the environmental coordination responsibilities were reassigned to the Bureau of Resource Management.

PROGRAM: Work continued on the development and enhancement of procedures for refining species assessments and monitoring on-going program accomplishments in cooperation with the Wildlife and Fisheries Division. Liaison was maintained with a variety of state and federal agencies, and specific matters were coordinated as required. These agencies included the U.S. Fish and Wildlife Service, U.S. Forest Service, Bureau of Public Lands, Land Use Regulation Commission, Critical Areas Program, Historical Preservation Commission, State Planning Office, Department of Agriculture, Department of Environmental Protection and the University of Maine, College of Forest Resources, and the Department of Agriculture and Resource Economics. Division personnel also served as the Department's representative to the Land and Water Resources Council, Soil and Water Conservation Commission, Maine Mapping Committee, and North Maine Woods. Numerous other assignments were carried out by Division personnel. These included work on the projected financial needs of the Department and coordination

of the administration of the initial work necessary for the implementation of a Spring Turkey Season and the proposed regulations for antlerless deer permit system. Work also continued on fish and wildlife operational program planning; formulation of fish, wildlife, and law enforcement program monitoring and control systems; development and maintenance of land and species assessments; and formulation of regulatory proposals.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $143,552.12 in FY 85 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

DIVISION OF PUBLIC INFORMATION AND EDUCATION

W. THOMAS SHOENER, DIRECTOR

Central Office: 284 State Street, Augusta *Telephone:* 289-2871
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: 1952 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 236; *Citation:* 12 M.R.S.A., Sect. 7016

PURPOSE: The major function of the Public Information Division is to create and maintain public understanding and support for departmental objectives and programs.

ORGANIZATION: The Division was created in 1952, as the Information and Education Division, under authorization granted by the 96th Maine Legislature in 1951. It was reorganized into the Public Information Division, effective July 1, 1980; it was again reorganized, as the Division of Public Information and Education under the Office of the Commissioner, effective April 24, 1984.

PROGRAM: The major programs of the Public Information Division involve the production of *Maine Fish and Wildlife* magazine, providing public services, news media relations, and coordinating exhibits and displays for the department. It is also involved with the production of other publications and providing photographic and other services to other divisions in the department.

Emphasis in the news program continued to be in the television medium, using the division's videotaping capability to gain public exposure for the department's activities. Tapes of a variety of field projects were provided to the commercial stations to complement news broadcasts, and several new public service announcements were produced and distributed. Periodic news releases were written and mailed, and personal contact maintained with state and national news media personnel.

The division also continued coordination of a monthly commissioner's guest column in *The Maine Sportsman.*

As a result of a promotion program initiated during the year, the paid circulation of Maine Fish and Wildlife Magazine increased by about one thousand, to 12,100 for the Spring 1985 issue.

Staffed with volunteers from throughout the department, the division's portable display appeared at six shows in-state and six out-of-state during the winter and early spring months.

A considerable amount of work of the division continues to be responding to the thousands of public information requests that are directed to the department's Augusta office each year. To the extent possible, the division also provides editorial, graphic and photographic support to other divisions of the department.

PUBLICATIONS:

Maine Fish and Wildlife magazine (quarterly)—$7.00 per year

The Maine Way cookbook of fish and game recipes—$4.95
Reprints on a variety of wildlife and fish subjects—35¢ each
Publications Catalog listing above reprints—free
Maine Freshwater Fishing—free

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $326,202 in FY 85 and are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

BUREAU OF RESOURCE MANAGEMENT

FREDERICK B. HURLEY, JR., DIRECTOR

Central Office: 284 State Street, Augusta *Telephone:* 289-3651
Mail Address: 284 State Street, Augusta, Maine 04333
Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 189; *Citation:* 12 M.R.S.A., Sect. 7013
Average Count—All Positions: 107 *Legislative Count:* 107

PURPOSE: The Bureau of Resource Management is responsible for the management of the State's inland fisheries and wildlife resources and the development of rules governing the effective management of these resources.

ORGANIZATION: The Bureau of Resource Management was established by the 111th Legislature as a result of recommendations made by the Legislative Program Audit and Review Committee. The Bureau presently consists of the following:

Division of Wildlife Management
Division of Fisheries and Hatcheries
Computer Services Section
Environmental Coordination Section

PROGRAM:

Division of Wildlife Management — Robert Boettger, Director **Tel. 289-3651**

Wildlife Management. The abundance and use of the major wildlife species are monitored utilizing the latest tools, techniques, and information available. Periodic assessments are made to identify supply and demand imbalances, associated problems and management needs. Work has focused on the whitetail deer, black bear, moose, furbearers, black duck, and selected nongame species. Important accomplishments include a successful moose hunting season; effecting necessary adjustments to the deer hunting season and furbearer hunting and trapping seasons; and continuing necessary reductions of the harvest of black ducks. Introductions of wild turkey and Canada Geese are continuing to result in expanding breeding populations of these species.

The newly established Nongame and Endangered Species Project completed its first year of operation. A steering committee was established to guide the development of the program. Work began on the assessment of the overall status of nongame to include the distribution, abundance, problems, and needs of specific species. Other work involved the reintroduction of peregrine falcons to the State, and the monitoring and enhancement of bald eagle populations.

The Animal Damage Control Program focused on a variety of nuisance wildlife control work. Supplemental assistance, through paid and volunteer control agents was to remove coyotes in specific problem areas.

Habitat Management. Habitat improvement work is actively carried out on the Department's Wildlife Management Areas. These include approximately 45,000 acres of upland and wetland habitat strategically located throughout the State, as well as approximately 200 coastal seabird nesting islands. In addition, detailed recommendations have been formulated for the preservation of critical habitats such as eagle nest sites, and development of mitigation measures

to lessen the impact of development on these habitats.

Wildlife appraisals and recommendations are made for proposed developments controlled by numerous Maine and federal environmental laws and forwarded to the appropriate administering agencies. Technical assistance is also provided to other state and federal agencies on a variety of matters affecting wildlife. These included the zoning of important wildlife habitats such as the approximate 200,000 acres of deer wintering areas by the Land Use Regulation Commission; the development of management plans and associated cutting prescriptions for over 400,000 acres of land under the control of the Bureau of Public Lands; the development of river protection plans by the Land Use Regulation Commission and the Bureau of Parks and Recreation; the development of wildlife assessments and mitigation plans for proposed federal or federally permitted water resource developments by the U.S. Fish and Wildlife Service, and many others too numerous to mention.

Wildlife Research. Wildlife research involving coyote, bobcat, fisher, fox, moose, deer, loons, bald eagles and forest practices has continued in cooperation with the University of Maine, College of Forest Resources and the Maine Cooperative Wildlife Research Unit to obtain specific types of information needed to better evaluate the needs and status of these species. For the most part this work has focused on habitat utilization, population densities, impact of timber harvesting practices, and related matters. The results of this work are being directly integrated into the updating of species assessments and operational program planning being carried out by the Department. A major portion of the cooperative research has been funded with Federal Aid monies and non-departmental matching funds.

Wildlife Rules and Regulations. Numerous statutory and regulatory changes have been made in support of wildlife management objectives. These include the establishment of a moose hunting season; expansion of the Commissioner's regulatory authority over deer; modifications to furbearers trapping seasons and modification to the waterfowl hunting season.

Division of Fisheries and Hatcheries—Peter Bourque, Director **Tel. 289-3651**

Fisheries Management. Field studies designed to monitor the status of the major game species are routinely carried out. These include habitat and fisheries inventories of lakes, ponds, rivers and streams which are routinely undertaken to obtain basic information regarding the abundance and condition of fish populations in specific waters. Creel surveys and aerial angler counts provide important information on fishing pressure and quality. Comprehensive species management plans are formulated every five years and guide the overall statewide fisheries management programs. Currently, work has continued on the development of river management plans for certain rivers designated in the state's Rivers Protection Law in cooperation with the State Planning Office.

Propagation of Fish. The fish needed to support statewide fisheries management programs are produced and reared in the Department's fish hatcheries and rearing stations. Approximately one and one quarter million fish are stocked annually. The following is a summary of the fish stocked from January 1, 1984 to December 31:

	Number	Pounds
Landlocked Salmon	183,151	31,703
Lake Trout (Togue)	66,047	11,339
Brook Trout	794,555	60,262
Brown Trout	243,104	47,155
Splake	9,559	1,225
Total	1,296,416	151,684

Habitat Management. In conjunction with the Department's review agency responsibilities, division biologists assessed environmental impacts of several hundred project applications submitted to state agencies and this Department. They included Great Ponds applications, Stream Alteration applications, Site Location applications, LURC applications, Highway Projects and hydroelectric projects. Recommendations pertaining to the impacts of the state's fisheries resources of each project were forwarded to the processing agencies.

Fisheries Research. Research work focuses on the development of biological principles and management techniques needed to support fisheries management programs. Several ongoing research projects were continued by staff at the Bangor facility including studies of Eagle Lake

and Bar Harbor in Hancock County and Tomah Lake and the Monroe Ponds in Washington County. These studies are designed to evaluate different strains of brook trout, their survival and angler returns. In addition, fishing mortality and natural mortality of landlocked salmon and brook trout was assessed at Eagle Lake in conjunction with an increase in the legal length from 14 inches to 16 inches on salmon and 12 inches on brook trout. Studies were also begun at Carlton Pond in Readfield and Winthrop to provide information on standing crops of bass and other warmwater fishes in a closed body of water.

Fisheries Rules and Regulations. In Fiscal Year 1985, the Division was responsible for recommending and overseeing the adoption of several dozen required changes in open water and ice fishing regulations which became effective in 1985.

Computer Services Section. The majority of work involved data entry, file maintenance and report generation of biological enforcement and administrative data. Technical assistance and data analysis services were provided to other divisions as was information required by the regulatory process. Data processing activities were coordinated with Central Computer Services and other state agencies. Work continued on the investigation of Landsat remote sensing technology, and coordinating the U.S. Forest Service Maine re-survey from a wildlife habitat perspective. A major investigation was undertaken for upgrading the current data entry and file maintenance systems.

Environmental Services Section. Biological assessments and technical recommendations for development proposals were provided to various state and federal regulatory agencies. Permit reviews include hydropower development, Site Location, Great Ponds, Coastal Wetlands, Mining, Land Use Regulation Commission laws, and Department of Transportation projects. Stream Alteration applications are also processed.

Active liaison was maintained with state Departments of Environmental Protection; Conservation (LURC, Bureau of Public Lands, Parks and Recreation, Forest Service, Geology); Marine Resources; Human Services (Health Engineering); Executive (State Planning, Office of Energy Resources); Agriculture; Defense (Civil Emergency Preparedness); Transportation; and Attorney General. Federal agency liaison through the Fish and Wildlife Coordination Act was provided directly and in cooperation with the U.S. Fish and Wildlife Service for project reviews and recommendations under U.S. Army Corps of Engineers and Federal Energy Regulation Commission permit activities.

Intra-departmental education and coordination was continued within Fisheries and Wildlife Divisions and Enforcement Bureau activities relating to environmental concerns. Considerable public informational services regarding environmental laws was also provided.

Policy development and review recommendations for hydropower, peat mining, hardrock mining, and fisheries and wildlife management planning in the context of environmental regulations, continues to be an active function.

LICENSES, PERMITS, ETC.:

Scientific collectors permits for fish
Alewife, sucker & yellow perch permits
Bass tournament permits
Permit to stock waters in Maine
Smelt bait dealers license
License to sell commercially grown or imported fish
Permit to mport live fresh water fish or eggs
License to cultivate or harvest fish in private ponds
Maine Falconry Permit
Maine Scientific Collection Permit
Maine Bird Banding Permit
Stumpage (Wood Harvesting) Permit
Swan Island Campground Permit

PUBLICATIONS:

Research and Management Report
Fish Stocking Report—$1.00
Fishes of Maine—$5.00
Moosehead Lake Fishery Management—$3.00

Maine Lakes—A Sportsman's Inventory Index of Lake Survey Maps of about 1,500 Maine lakes and ponds showing water depths, fish present and management suggestions
Individual lake reports—$.50

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF RESOURCE MANAGEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,275,783		1,465,908		809,875	
Health Benefits	124,702		90,343		34,359	
Retirement	357,012		224,486		132,526	
Other Fringe Benefits	9,941		5,033		4,908	
Computer Services—State	32,379		12,158		20,221	
Other Contractual Service	685,831		264,191		421,640	
Rents	25,480		6,300		19,180	
Commodities	205,222		179,045		26,177	
Grants—Subsidies—Pensions	23,969		23,969			
Equipment	198,895		183,357		15,538	
Interest—Debt Retirement	83		83			
Transfers to Other Funds	31,993		24,221		7,772	
TOTAL EXPENDITURES	3,971,290		2,479,094		1,492,196	

BUREAU OF WARDEN SERVICE

JOHN F. MARSH, CHIEF WARDEN SERVICE (COLONEL)
CHARLES A. MERRILL, Deputy Chief Warden Service (Major)

Central Office: 284 State Street, Augusta *Telephone:* 289-2766
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333

Sunset Review Required by: June 30, 1984

Reference: Policy Area: 05; *Umbrella:* 09; *Unit:* 218; *Citation:* 12 M.R.S.A., Sect. 7014

Average Count—All Positions: 135 *Legislative Count:* 135

PURPOSE: The primary function of the Maine Warden Service is to enforce Title 12, Chapters 701-721, to enforce all rules promulgated by the Commissioner, and to enforce the U.S. Migratory Bird Treaty Act. In addition to these duties, the Maine Warden Service enforces the Maine boat laws, searches for lost persons in the fields and forests of the State of Maine, searches for drowned persons, and have the same duties and powers as sheriffs throughout the several counties of the state as these sheriffs do in their respective counties.

ORGANIZATION: The Maine Warden Service dates back to 1830 when the first Warden was appointed by the Governor to enforce the moose and deer laws enacted that year. In 1880 the Maine Warden Service was officially created by the Legislature, and in 1937 the Warden Flying Service was formed. The Maine Warden Service was renamed the Bureau of Warden Service in 1984 as a part of the reorganization statute enacted by the 111th Legislature. The Bureau currently consists of one (1) Game Warden Colonel, one (1) Game Warden Major, five (5) Game Warden Lieutenants, seventeen (17) Game Warden Sergeants, nine (9) Game Warden Specialists, eighty-six (86) Game Wardens, three (3) Game Warden Pilots, and twenty-five (25) part-time Assistant Game Wardens.

PROGRAM:

The Maine Warden Service responded to 7,783 complaints on all matters of conservation law enforcement, prosecuting 4,852 persons and warning 3,062. To accomplish this, the Warden Service drove 2,589,371 miles.

Search and Rescue. During 1984 Warden Service searched for 390 lost persons, as well as 31 drowning victims, with a total cost of $33,586.85 including training.

Safety. During the calendar year 1984, 1,108 volunter hunter safety instructors certified 2,348 students in 195 hunter safety courses across the State. During the same time, 353 students were certified by volunteer instructors in snowmobile safety. Regional Safety Coordinators visited summer camps and schools with boating safety presentations and every hunter safety course carried one hour of boating safety.

Data Collection. During 1984 Maine Warden Service was responsible for compiling the following data for management purposes:

Oversaw the administration of 32 fur tagging stations; which tagged 50,058 instate raw furs for trappers and hunters, and 3,634 imported raw furs for fur buyers.

Oversaw the administration of big game registration stations, which tagged 19,358 deer, 1,595 bears, and 819 moose.

In addition Warden Service did angler counts and creel census for the Department's fisheries division on various Maine bodies of water.

LICENSES, PERMITS, ETC.

	Fee (If Any)
Special dog training area license	$17.00
License to hold field trials for sporting dogs	19.00*
Snowmobile race permit	
Import permit (fish and wildlife)	
Eel permit for licensed trappers (20 lbs. of eels)	
Permit to stock rabbit	
Sale of wildlife permit	

*Plus a department representative fee of $17.00 per day, required at field trials.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF WARDEN SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,077,264		2,976,521		100,743	
Health Benefits	176,641		175,277		1,364	
Retirement	1,081,211		1,075,307		5,904	
Other Fringe Benefits	38,603		38,425		178	
Computer Services — State	223		24		199	
Other Contractual Service	725,780	377,000	315,827		32,953	
Rents	11,889		8,832		3,057	
Commodities	78,244	1,000	74,151		3,093	
Grants—Subsidies—Pensions	59,886		59,866			
Equipment	412,434		412,041		393	
Interest—Debt Retirement	7		7			
Transfers To Other Funds	43,887		43,887			
TOTAL EXPENDITURES	5,706,069	378,000	5,180,185		147,884	

MAINE INSURANCE GUARANTY ASSOCIATION

EDWARD J. LEGERE, CHAIRPERSON
PAUL M. GULKO, Executive Secretary

Central Office: Maine Bonding-American General, 2 Monument Square, Portland *Telephone:* 775-5621
Mail Address: 15 New Chardon St., Boston, Mass. 02114; Tel. No. (617) 227-7020
Established: May 9, 1970 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 99; *Unit:* 353; *Citation:* 24-A M.R.S.A., Sect. 4436
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Insurance Guaranty Association is an organization created by statute whereby all licensed property and casualty insurance companies are required to belong. The purpose of the guaranty association is to pay covered claims of insolvent property and casualty insurance companies that wrote business in Maine.

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

DANA F. CONNORS, COMMISSIONER OF TRANSPORTATION

Central Office: 46 Old Post Road, Kittery *Telephone:* 207-439-4128
Mail Address: P.O. Box 747, Portsmouth, N.H. 03801
Established: 1936-37 *Sunset Review:* Not Established
Reference: Policy Area: 07; *Umbrella:* 98; *Unit:* 419; *Citation:* 1937 P&SL, Chap. 18
Average Count—All Positions: 16 *Legislative Count:* 0

PURPOSE: The Authority was created to construct, maintain, reconstruct, and operate an interstate toll bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine, and Portsmouth, New Hampshire, and approaches and approach facilities thereto.

ORGANIZATION: The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Highway Commissioner of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, Assistant Treasurer, and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a Compact entered into by said states which was consented to by the Congress of the United States.

PROGRAM: Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and its approaches.

FINANCES, FISCAL YEAR 1985: The State accounting records for FY 85 do not contain any account assigned to this unit.

STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

KATHRYN H. GODWIN, DIRECTOR

Central Office: University of Maine at Orono, Orono *Telephone:* 581-4136
Mail Address: Chadbourne Hall, Orono, Maine 04469
Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 354; *Citation:* 5 M.R.S.A., Sect. 293
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of this Program are: to attract and select college students with ambition and talent for temporary internships within Maine State Government; to place each intern in a position of some responsibility where he/she can contribute ideas, enthusiasm and ingenuity while completing a project under the direction of a responsible State administrator; to encourage liaison between State Government and the various institutions of higher learning located within the State; and to formulate recommendations for improving the Internship Program and for attracting college graduates with outstanding potential into permanent positions of State employment.

ORGANIZATION: To further the purposes of the program, the legislation provides for a State Government Internship Program Advisory Committee, comprised of the President of the Senate and Speaker of the House or their designated representatives; the Governor or his designated representative; the State Commissioner of Personnel; and the Director, Bureau of Public Administration. In addition one faculty member from each of 4 accredited, degree-granting institutions of higher learning in the State of Maine are appointed by the Director of the Bureau of Public Administration for 4-year terms. No faculty member is eligible to succeed himself if he has served a full 4-year term, nor can a faculty member be succeeded by another from the same institution. Vacancies are filled by the Director for the unexpired term. The members of the Internship Program Advisory Committee organize by electing a chairman and vice-chairman and serve without pay, but they shall be entitled to reimbursement for necessary expenses incurred in attending meetings called by the Bureau of Public Administration.

The State Government Internship Program is administered by the Bureau of Public Administration, University of Maine at Orono. With the advice of the Internship Advisory Committee, the Bureau of Public Administration plans, develops and puts into effect administrative guidelines, policies and operational procedures for interns and supervisors participating in the Internship Program.

PROGRAM: The 1985 State Government Internship Program placed fifty (50) Maine college students in thirty-one (31) state agencies for a period of twelve weeks.

Intern Eligibility. In order to qualify for the program participants had to be legal residents of Maine, be currently enrolled in college, and have successfully completed two years of college. The Internship Program was advertised to potential applicants through a statewide news release and informational bulletins provided to all vocational schools, colleges and universities throughout Maine.

Intern Selection. All eligible applications and worksites were reviewed by Bureau of Public Administration staff. Recommendations were presented to the Internship Program Advisory Committee for their review and final selection.

Internship Experience. The internship experience began with an orientation session for all interns at which roles, responsibilities and expectations of interns and supervisors were discussed. All interns were considered "temporary, unclassified" employees of the State during the course of their internship and were paid a weekly salary of $160. Academic credit from the University of Maine at Orono was available, but not mandatory, for participants in the 1985 internship program.

General coordination and supervision of the program was conducted by the Bureau of Public Administration. Basic supervision of each intern was the responsibility of the agency in which the intern was placed. Formal meetings with each intern and his/her supervisor and the program director were held during the first month to discuss work assignments and progress on assignments.

Participants in the program were requested to submit a brief report covering the work they performed in the agency and recommendations on improving the internship program.

The Internship experience was enhanced and broadened by four meetings with guest speakers from State Government and the Legislative Leadership. These sessions provided the opportunity for interns to hear and learn more about their State Government and the Legislature from some key officials.

PUBLICATIONS:

Maine State Government Internship Program — Summer 1984 — annual report (no charge)

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $2,000.00 (Administrative Costs) in FY 85. Participating agencies shared these administrative costs.

JUDICIAL DEPARTMENT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 70 Center Street, Portland *Telephone:* 879-4792
Mail Address: Box 4820 Downtown Station, Portland, Maine 04112
Established: 1820
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 274; *Citation:* 4 M.R.S.A., Sect. 1

PURPOSE: The purpose of the Judicial Department is to administer the State courts within that Department.

ORGANIZATION: Until the signing of the Articles of Agreement for Separation in 1820, Maine was a part of Massachusetts and therefore included in the Massachusetts court system. However, in 1820, Article VI, Section 1, of the new Maine Constitution created by the Legislature established the judicial branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court". The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852. The Probate Courts were created in 1820 as county-based courts and have remained so to date.

The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices to seven and authorized the justices to travel in circuits.

The next major change in the system came in 1929, when the Legislature created the statewide Superior Court to relieve the overburdened Supreme Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when the municipal courts and the trial justices system was abolished and the new District Court created. The most recent change to the Maine Judicial System occurred in 1978 with the addition of the Administrative Court.

PROGRAM:

Judicial Education. The Seventh Maine Judicial Conference was held September 23rd to 25th at the Cliff House, York, Maine. Various major issues such as mandatory mediation, children in the Maine courts, and the judicial role in lawyer discipline were examined and discussed by the judiciary. As usual, each court held collegial meetings to confer and discuss matters affecting the administration of their respective courts. In the afternoon of the last conference day, in keeping with a tradition, the conference participants were addressed by Governor Joseph E. Brennan.

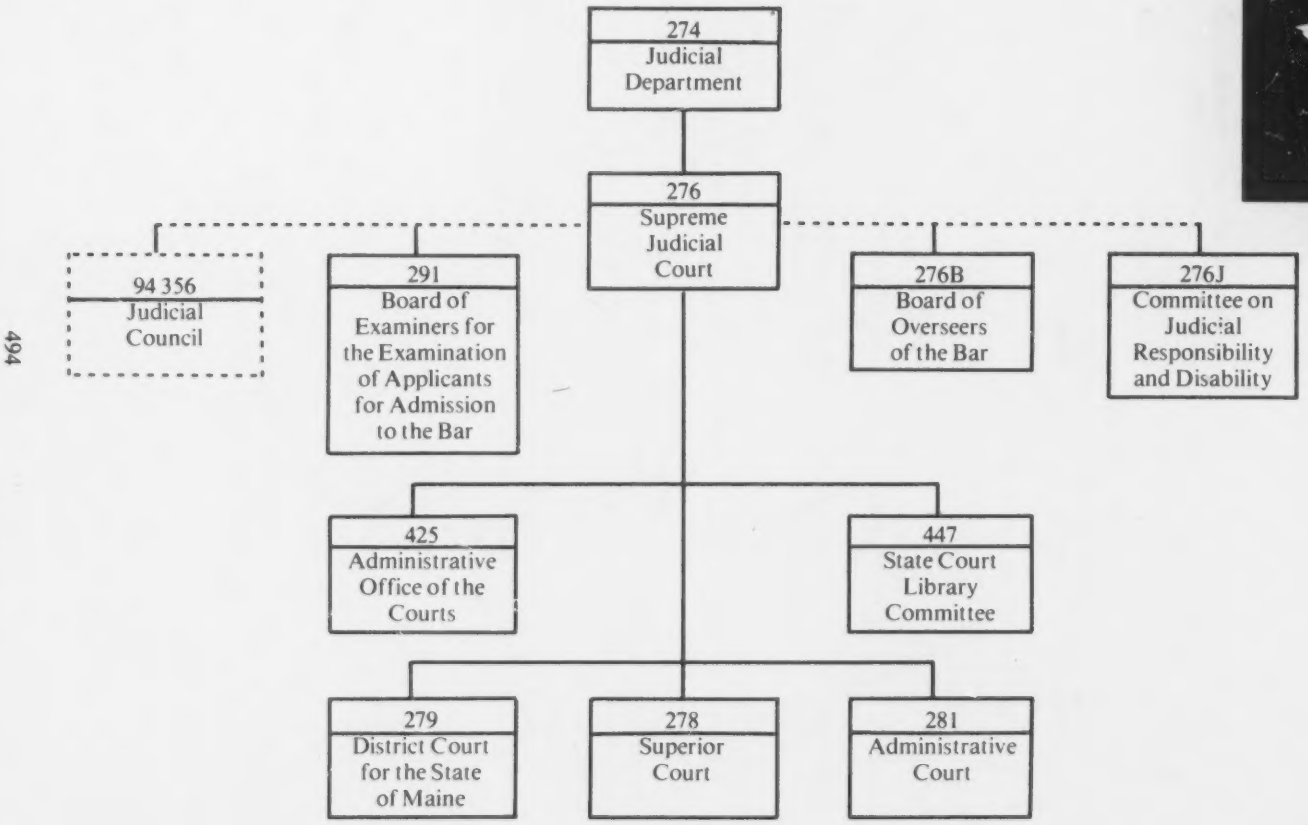
Eight justices/judges availed themselves of continuing education opportunities during 1984. Such topics as search and seizure and hearsay evidence seminars were attended by several justices. Other members of the judiciary participated, presented, or attended seminars or professional conferences in various subject areas of professional or contemporary concern.

Committees of the Judicial Department. There are numerous functional committees within the Judicial Department. The purpose of these committees, which include judges, lawyers, and private citizens, is to assist the Supreme Judicial Court, as well as the chief justice of the Supreme Judicial Court, the Superior Court chief justice, and the District Court chief judge in carrying out their respective responsibilities.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
JUDICIAL DEPARTMENT
UMB 40

Judge Vincent L. McKusick
Chief Justice
of the Superior Court



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
JUDICIAL DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,953,493	6,944,943	8,550			
Health Benefits	355,312	355,312				
Retirement	1,472,785	1,472,785				
Other Fringe Benefits	31,100	31,100				
Computer Services—State	20,469	20,469				
Other Contractual Service	6,109,853	6,069,895	39,958			
Rents	758,737	758,737				
Commodities	279,767	279,767				
Grants—Subsidies—Pensions	1,493,911	1,492,509	1,402			
Buildings and Improvement	9,446	8,479	967			
Equipment	347,788	304,775	43,013			
Interest—Debt Retirement	749	749				
Transfers to Other Funds	707		707			
TOTAL EXPENDITURES	17,834,117	17,739,520	94,597			

JUDICIAL DEPARTMENT (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	6,944,943	6,944,943				
Health Benefits	355,312	355,312				
Retirement	1,472,785	1,472,785				
Other Fringe Benefits	31,100	31,100				
Computer Services—State	20,469	20,469				
Other Contractual Service	6,070,500	6,069,895	605			
Rents	758,737	758,737				
Commodities	279,767	279,767				
Grants—Subsidies—Pensions	1,493,911	1,492,509	1,402			
Buildings and Improvement	9,446	8,479	967			
Equipment	346,882	304,775	42,107			
Interest—Debt Retirement	749	749				
Transfers to Other Funds	1		1			
TOTAL EXPENDITURES	17,784,602	17,739,520	45,082			

ADMINISTRATIVE OFFICE OF THE COURTS

DANA R. BAGGETT, STATE COURT ADMINISTRATOR

Central Office: 70 Center Street, Portland *Telephone:* 879-4792
Mail Address: Box 4820 DTS, Portland, Maine 04112

Established: 1975

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 425; *Citation:* 4 M.R.S.A., Sect. 15

PURPOSE: The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court shall:

1. Continuous Survey and Study. Carry on a continuous survey and study of the organization, operation, condition of business, practice and procedure of the Judicial Department and make recommendations to the Chief Justice concerning the number of judges and other judicial personnel required for the efficient administration of justice. Assist in long and short range planning.

2. Examine the status of dockets. Examine the status of dockets of all courts so as to determine cases and other judicial business that have been unduly delayed. From such reports, the administrator shall indicate which courts are in need of additional judicial personnel and make recommendations to the Chief Justice, to the Chief Justice of the Superior Court, and to the Chief Judge of the District Court concerning the assignment or reassignment of personnel to courts that are in need of such personnel. The administrator shall also carry out the directives of the Chief Justice as to the assignment of personnel in these instances.

3. Investigate complaints. Investigate complaints with respect to the operation of the courts.

4. Examine statistical systems. Examine the statistical systems of the courts and make recommendations for a uniform system of judicial statistics. The administrator shall also collect and analyze statistical and other data relating to the business of the courts.

5. Prescribe uniform administrative and business methods, etc. Prescribe uniform administrative and business methods, systems, forms, docketing and records to be used in the Supreme Judicial Court, in the Superior Court and in the District Court.

6. Implement standards and policies set by the Chief Justice. Implement standards and policies set by the Chief Justice regarding hours of court, the assignment of term parts and justices.

7. Act as fiscal officer. Act as fiscal officer of the courts and in so doing: maintain fiscal controls and accounts of funds appropriated for the Judicial Department; prepare all requisitions for the payment of state moneys appropriated for the maintenance and operation of the Judicial Department; prepare budget estimates of state appropriations necessary for the

maintenance and operation of the Judicial Department and make recommendations with respect thereto; collect statistical and other data and make reports to the Chief Justice, to the Chief Justice of the Superior Court, and to the Chief Judge of the District Court relating to the expenditures of public moneys for the maintenance and operation of the Judicial Department; and develop a uniform set of accounting and budgetary accounts for the Supreme Judicial Court, for the Superior Court, and for the District Court and serve as auditor of the Judicial Department.

8. Examine arrangements for use and maintenance of court facilities. Examine the arrangements for the use and maintenance of court facilities and supervise the purchase, distribution, exchange and transfer of judicial equipment and supplies thereof.

9. Act as secretary. Act as secretary to the Judicial Conference.

10. Submit an annual report. Submit an annual report to the Chief Justice, Legislature and Governor of the activities and accomplishments of the office for the preceding calendar year.

11. Maintain liaison. Maintain liaison with the executive and the legislative branches and other public and private agencies whose activities impact the Judicial Department.

12. Prepare and plan clerical offices. Prepare and plan for the organization and operation of clerical offices serving the Superior Court and the District Court within each county; provide for a central clerk of court office at each county seat with satellite clerk in each court.

13. Implement preservice and inservice educational and training programs. Develop and implement preservice and inservice educational and training programs for nonjudicial personnel of the Judicial Department.

14. Perform duties and attend other matters. Perform such other duties and attend to such other matters consistent with the powers delegated herein assigned to him by the Chief Justice and the Supreme Judicial Court.

ORGANIZATION: The Administrative Office of the Courts was created in 1975. The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. Staff for the Administrative Office is appointed by the State Court Administrator, with the approval of the Chief Justice, and includes the following permanent positions: State Court Administrator; Fiscal Director; Director of Policy and Analysis; Director of Labor Relations; Director of Court Technology; Director of Court Computer Services; Accountant; Purchasing Manager/Accountant; Accounting Clerks (2); and Secretaries (2).

By statute, the office was created to serve the entire Judicial Department in the areas of case flow management, statistics, facilities, personnel, training, liaison, systems management, fiscal management, budget, complaints, Judicial Conference and general support staff. These duties are enumerated in 4 M.R.S.A. §17 and are performed under the supervision of the Chief Justice.

PROGRAM:

Non-Judicial Education. In April, 1984, a group of administrative employees attended a major program in Chicago examining new technology and its application to the courts. Many productive ideas and suggestions were gained from the program, particularly in the area of trial court computerization.

Under a new education policy of the Personnel Manual, five employees received subsidized education at several post secondary institutions. One Court Reporter attended the National Shorthand Reporters Association conference at the annual meeting.

The annual Clerks of Court Conference was held in September at the Judicial Conference. Prior to that date, in May, 1984, a special one-day conference of Court Clerks was held in Augusta and Bangor for Superior and District Court clerks. The common topics discussed at both sessions were legal amendments and recruitment procedures vis-a-vis the Maine Human Rights Act.

During 1984, several courses in library and court technology were attended by administrative staff members from those respective fields.

Legislative Activity. The Administrative Office of the Courts has continued the practice of preparing a weekly status list of all legislation of concern to the Judicial Department. This list is disseminated to the Supreme Judicial Court, the Judicial Department Legislation Committee, the Judicial Council Legislative Committee and all administrative staff. Throughout each legislative session, the Administrative Office of the Courts reviews all proposed legislation which may impact the Judicial Department and prepares fiscal and programmatic impact statements. Such documentation can require weeks of staff time to compile and analyze pertinent information, and to consult with the Judicial Department Legislation Committee and ap-

propriate persons. It is estimated that the equivalent of one full-time position is devoted to responding to these and other legislative requests from January through May of each year.

Court Automation. The Judicial Department made substantial progress toward the computerization of its administrative office and trial courts. Equipment was purchased to automate the Administrative Office of the Courts' word processing functions and some statistical and financial functions. A detailed workplan spanning the next two years was prepared for trial court automation, and by the end of FY 85, automation of the criminal caseload in one District Court location was almost complete.

Computer Assisted Legal Research. Two computer-assisted legal research systems, Westlaw and Lexis, were installed in several pilot courts. After a twelve-month trial period, a committee of users will evaluate the systems in terms of availability of recent unpublished opinions, thoroughness of searches and time savings in comparison to manual research.

Records Management. The Task Force on Records Management and Court Exhibits completed and submitted to the State Court Administrator a recommended retention and disposition schedule for administrative, fiscal and personnel records. The Task Force also completed drafts on retention and disposition schedules for court related records for both Superior and District Court.

PUBLICATIONS:

Judicial Department Annual Report
Mediation of Divorces in Maine
A Guide to Small Claims Proceedings of the Maine District Court
Traverse Juror Handbook
The Court Crier

FINANCES, FISCAL YEAR 1985: 4 MRSA, Sections 22 and 24 provides that expenditures of this unit, which amounted to $716,043 in FY 85 shall be borne by the Judicial Department and are, therefore, included in its financial display.

ADMINISTRATIVE COURT

EDWARD W. ROGERS, ADMINISTRATIVE COURT JUDGE

Central Office: 66 Pearl Street, Portland *Telephone:* 879-4715
Mail Address: Box 7260, Portland, Maine 04112

Established: 1973

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 281; *Citation:* 4 M.R.S.A., Sect. 1151

PURPOSE: The purposes and objectives of the Administrative Court are twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees; and (2) to protect the interests of occupational licensees by means of providing fair and impartial trials and rendering written decisions on administrative complaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

ORGANIZATION: The Administrative Court was created by the legislature in 1973 and became a part of the Judicial Department in 1978. Prior thereto, the Administrative Court had jurisdiction over suspension and revocation of licenses by a specific list of executive agencies. Effective July 1, 1978, the legislature substantially expanded the jurisdiction of the Administrative Court. Other than in emergency situations, the Administrative Court was granted exclusive jurisdiction upon complaint of an agency or, if the licensing agency fails or refuses to act within a reasonable time, upon complaint of the Attorney General, to revoke or suspend licenses issued by the agency, and original jurisdiction upon complaint of a licensing agency to determine whether renewal or issuance of a license of that agency may be refused. Effective in 1983, the Ad-

ministrative Court also has exclusive jurisdiction tgo hear appeals from disciplinary decisions of the Real Estate Commission.

There are two judges of the Administrative Court; the Administrative Court judge and the Associate Administrative Court judge. The judges must be lawyers and are appointed by the governor for seven year terms, with the consent of the legislature. On assignment by the chief justice of the Supreme Judicial Court, Administrative Court judges may regularly sit in the District Court or in the Superior Court.

PROGRAM: Pursuant to P.L. 1977 Chapter 551, the Administrative Court was reconstituted and placed within the Judicial Department, effective July 1, 1978 (see 4 M.R.S.A. § 1151 et seq. and 5 M.R.S.A. § 10051). Implementation of the expanded jurisdiction of the court necessitated a reorganization of its operations which resulted in creation of a clerk's position and two secretarial positions. The Associate Administrative Court Judge position created in 1977 was also filled as part of the implementation process.

To the extent permitted by an increasing caseload and expanding jurisdiction, the Administrative Court judges continue to assist the District and Superior Courts by hearing civil contested matters on a regular basis. In a similar fashion the Administrative Court staff, consisting of a Clerk and two recording secretaries, renders frequent assistance to the other Courts and to the Administrative Office of the Courts.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $243,715 in FY 85 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR

ARTHUR E. STROUT, CHAIRMAN/SECRETARY

Central Office: AGC Building, Whitten Road, Augusta *Telephone:* 623-2464
Mail Address: P.O. Box 30, Augusta, Maine 04330

Established: 1899 *Sunset Termination Scheduled to Start by:* June 30, 1986

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 291; *Citation:* 4 M.R.S.A., Sect. 801

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys. After passing the examination and compliance with the statutes has been accomplished the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

ORGANIZATION: The Board is composed of 7 lawyers of the State and one representative of the public appointed by the Governor. As the terms of the present and future members expire, one or more members of the Board will be appointed annually by the Governor on the recommendation of the Supreme Judicial Court and they will hold office for terms of 5 years beginning on the first day of September of the year of appointment and ending on the last day of August of the year of expiration of the appointment. The Board holds at least 2 examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect from their number a secretary and a chairman who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the Board and to the examinations which the Board conducts as to them may seem proper. Four members of said Board shall constitute a quorum

for the transaction of business.

The secretary of the Board shall be the treasurer thereof and shall receive all fees, charges and assessments payable to the Board and account for and pay over the same according to law.

PROGRAM: The following are bar examination results. Modified applicants are persons who have passed bar examinations in other states, as opposed to regular applications.

	July 82		Feb. 83		July 83		Feb. 84		July 84		Feb. 85	
	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.
Applicants taking exam	122	18	47	22	122	22	46	25	110	34	34	40
Number passing exam	106	15	37	17	97	16	38	20	86	30	24	37

In its efforts to discharge its statutory duties the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;
4. the relationship of a law school education to the bar examination; and the
5. effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of other jurisdictions in bar examination matters.

LICENSES, PERMITS, ETC.

Certificate:

Recommending Admission to the Bar

PUBLICATIONS:

Pamphlet of Rules of the Board

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR EXPENDITURES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
Salaries and Wages	8,550		8,550			
Other Contractual Service	39,353		39,353			
Equipment	906		906			
Transfers to Other Funds	706		706			
TOTAL EXPENDITURES	49,515		49,515			

STATE COURT LIBRARY COMMITTEE

SIDNEY W. WERNICK, CHAIRMAN
ANN PIERCE, State Court Library Supervisor

Central Office: 70 Center Street, Portland, Maine
Mail Address: Box 4820, D.T.S., Portland, Maine 04112
Established: 1981
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 447; *Citation:* 4 M.R.S.A., Sect. 191

PURPOSE: The State Court Library Committee serves as the governing body for Maine's 18 county law libraries, to assure access to basic legal materials for the bench, the bar and the public.

ORGANIZATION: The committee is made up of seven voting members—two members of the public, two of the judiciary and three attorneys, all of whom are appointed by the Chief Justice of the Supreme Judicial Court, who also appoints the chairman. The State Court Administrator and the State Law Librarian are *ad hoc* members and one member of the judiciary serves as judicial liaison.

The iibraries themselves are organized into a four-tier system. Each tier reflects both the size of the collections and the state stipend allocated to maintain them.

PROGRAM: Under the direction of the State Court Library Committee, the State Court Library Supervisor is charged with overseeing the professional functions of the county law libraries. These duties include staffing (two libraries now have volunteers from the RSVP program); periodic visits to the libraries and meetings with the local bar association library committees; budgeting and the allocation of state monies for collection development; and the utilization of space-saving items such as micro-film and reader/printers.

PUBLICATIONS:

Manual for County Law Libraries—Free
Guide to Legal Resources in Maine—Free
Maine County Law Library Bulletin—Free

FINANCES, FISCAL YEAR 1985: 4 MRSA, Chap. 6 provides that expenditures of this unit shall be borne by the Judicial Department and are, therefore, included in its financial display.

DISTRICT COURT FOR THE STATE OF MAINE

BERNARD M. DEVINE, CHIEF JUDGE

Central Office: 66 Pearl St., Portland *Telephone:* 879-4720
Mail Address: P.O. Box 66, D.T.S., Portland, Maine 04112
Established: 1961
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 279; *Citation:* 4 M.R.S.A., Sect. 151

PURPOSE: The purpose of the District Court is to serve as the court of limited jurisdiction for the State.

ORGANIZATION: The District Court was created by the legislature in 1961 as Maine's court of limited jurisdiction. The Court has original jurisdiction in non-felony criminal cases, traffic infractions and civil violations, can accept guilty pleas in felony cases and conducts probable cause hearings in felony cases. The Court has concurrent jurisdiction with the Superior Court

in divorce, termination of parental rights and protection from abuse cases, non-equitable civil cases involving not more than $30,000, and also may grant equitable relief in cases of unfair trade practices and in cases involving local land use violations. The District Court is the small claims court (for cases involving not more than $1400) and the juvenile court. In addition, the Court hears mental health, forcible entry and detainer, quiet title and foreclosure cases. It is the only court available for the enforcement of money judgements.

There are 22 judges in the District Court, the chief judge, who is designated by the chief justice of the Supreme Judicial Court, 7 judges-at-large who serve throughout the state, and 15 resident judges (including the Chief Judge) who sit within the 13 districts of the court. The judges are appointed by the governor for seven year terms, with the consent of the legislature. On assignment by the chief justice of the Supreme Judicial Court, District Court judges may also sit in the Superior Court.

Upon retirement, a District Court judge may be appointed an active retired judge by the governor for a seven year term, with the consent of the legislature. On assignment by the chief judge, an active retired judge has the same authority as an active judge. There were seven active retired judges in the District Court during 1984.

PROGRAM: In the District Court, resident judges serve in the district to which they are appointed by the governor, although occasionally they may assist in other districts in emergency instances. There are seven at-large judges who are scheduled by the deputy chief judge on a monthly basis. Six District Court locations require the servies of an at-large judge every month, leaving one judge available to cover special assignments and vacancies due to illness, vacations, and educational conferences, and to assist courts experiencing particular backlog problems.

During the latter half of FY 1985, the District Court established a volunteer guardian ad litem program with the help of federal funding. This program, officially called the Court Appointed Special Advocate (CASA) program, will promote the use of volunteers to represent the interests of children involved in child abuse and neglect cases. Also during the year, the mediation system was greatly expanded as a result of new legislation which mandated mediation on all contested issues in any cases of separation, annulment, or divorce where minor children are involved.

District Court Building Fund. Pursuant to 4 M.R.S.A. §163 (3), $3,000 per month is transferred from the District Court appropriation to the District Court Building Fund. This fund is "to be used solely for the building, remodeling and furnishing of quarters for the District Court...". Monies in this fund are carried forward from year to year.

The balance forward from fiscal year 1985 was $46,124. The addition of $36,000 from appropriations and $5,600 from the Bureau of Public Improvement for fiscal year 1985 brought the total available funds to $87,724. Of this amount $14,760 was spent during the year to replace equipment and for the completion of the Portland and Brunswick renovations and furnishings for the Portland, Brunswick and Skowhegan court locations, leaving a year-end balance of $72,964.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $7,684,118 in FY 85 and are, by administrative decision, included with those of the Judicial Department.

COMMITTEE ON JUDICIAL RESPONSIBILITY AND DISABILITY

PATRICIA M. COLLINS, CHAIRPERSON
MERLE W. LOPER, Executive Secretary

Central Office: Portland, Maine
Mail Address: P.O. Box 8058, Portland, Maine 04104

Established: 1978

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276J; *Citation:* Supreme Judicial Court Order 1978, No. SJC-109; 4 MRSA §9-B

PURPOSE: The Supreme Judicial Court created the Committee on Judicial Responsibility and Disability by court order dated June 26, 1978, effective July 5, 1978. The Committee is empowered to receive and investigate complaints of judicial misconduct and disability. Judicial misconduct is defined by the Maine Code of Judicial Conduct, which was promulgated by the Supreme Judicial Court. By order of the Court, the Code of Judicial Conduct is binding on all state judges, except in the case of judges of probate only the first three canons apply.

ORGANIZATION: The Committee on Judicial Responsibility and Disability consists of seven members appointed by the Supreme Judicial Court. Two members are either active or active retired justices of the Superior Court, active or active retired judges of the District Court, or active judges of probate. Two members are attorneys at law admitted to practice in the State of Maine, and three members are representatives of the general public of the State of Maine. The public and attorney members are appointed by the Supreme Judicial Court upon the recommendation of the Governor. Four alternate members are also appointed to serve with respect to any matter from which a regular member is recused or otherwise unavailable.

PROGRAM: Proceedings before the Committee are typically begun upon receipt of a complaint concerning the conduct of a judge. If the Committee members decide that the facts stated appear to come within its authority, a copy of the complaint is submitted to the judge involved for his response, followed by an investigation and decision on whether an evidentiary hearing is necessary. The Committee cannot impose disciplinary sanctions. Its findings and conclusions, together with recommendations, are reported to the Supreme Judicial Court and thereafter, the matter is in the hands of the Court. The Committee may also seek informal correction of any judicial conduct or practice that may create an appearance of judicial misconduct.

Upon written request of the Governor or the Legislature's Joint Standing Committee on the Judiciary, in connection with consideration of the appointment of a sitting judge, the Committee is directed to provide information on any complaints made against that judge and the Committee's disposition thereof.

The Committee reports annually to the Supreme Judicial Court a summary of each year's activities.

PUBLICATIONS:

The Committee has available for distribution a booklet containing the Committee's rules and all of the orders of the Court affecting the Committee's jurisdiction and procedure. Copies are available upon request.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $39,525 in FY 85 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF OVERSEERS OF THE BAR

JOHN W. BALLOU, CHAIRMAN
J. SCOTT DAVIS, BAR COUNSEL

Central Office: Whitten Road, AGC Building *Telephone:* 623-1121
Mail Address: P.O. Box 1820, Augusta, Maine 04330

Established: 1978

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276B; *Citation:* Judicial Order 1978, Law Docket #4890

PURPOSE: The purpose of this Board is to act, on behalf of the Supreme Judicial Court, and by its appointment and order, to supervise attorneys admitted to the practice of law in this state, and to assist the Supreme Judicial Court in the disciplining of attorneys who may violate the Court mandated ethical or other rules of practice.

ORGANIZATION: The Board of Overseers of the Bar was created by order of the Supreme Judicial Court, effective November 1, 1978 (Maine Bar Rules). The Board consists of nine (9) members selected by the Court, three (3) of whom are lay persons and six (6) of whom are members of the Bar of the State of Maine.

PROGRAM: This unit's activities are limited to the performance of its duties as provided in the Maine Bar Rules. (See Maine Rules of Court.) In general, it supervises and administers the registration of all attorneys admitted to practice in this state; investigates and processes claims and reports of violations by attorneys of the rules of practice set forth in the Maine Bar Rules; provides a procedure for the arbitration of disputes between clients and attorneys with respect to legal fees; maintains limited consulting and advisory services with respect to the interpretation and application of the Code of Professional Responsibility (Rule 3 of the Maine Bar Rules relating to ethical standards); and engages in a continuing review and study of the Bar in relation to the public and the Courts for the purpose of making recommendations to the Supreme Judicial Court with respect to the Maine Bar Rules.

PUBLICATIONS:

"Legal Fee Arbitration" (Procedures and rules governing the Fee Arbitration Commission of the Board of Overseers of the Bar)

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend state funds. All receipts and income are derived from registration fees paid by attorneys pursuant to order of the Supreme Judicial Court, except for a modest sum paid by the Board of Bar Examiners on account of certain administrative and clerical services performed on its behalf. All disbursements and expenditures are made pursuant to budget approved by the Supreme Judicial Court.

SUPERIOR COURT

ROBERT W. CLIFFORD, CHIEF JUSTICE

Telephone: 784-3568

Central Office: Maine Superior Court, Androscoggin County Courthouse
Mail Address: 2 Turner Street, Auburn, Maine 04210

Established: 1930 *Sunset Review Required by:* No Sunset Data for this Submission

Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 278; *Citation:* 4 M.R.S.A., Sect. 101

PURPOSE: The purpose of the Superior Court is to serve as the court of general trial jurisdiction for the State of Maine. (4 M.R.S.A. Section 101)

ORGANIZATION: The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. This means the court has original jurisdiction over all matters (either exclusively or concurrently with other courts) which are not within the jurisdiction of the Supreme Judicial Court sitting as the Law Court or within the exclusive jurisdiction of the District Court. This is the only court in which civil and criminal jury trials are held. In addition, justices of this court hear appeals from District Court in some criminal, juvenile and divorce cases, and appeals from the Administrative Court.

There are 15 justices of the Superior Court who hold sessions of the Court in each of the 16 counties. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. The Chief Justice of the Superior Court is designated by the Chief Justice of the Supreme Judicial Court. Court administrators oversee the day-to-day administraive activities of the Court.

Upon retirement, a Superior Court justice may be appointed an Active Retired Justice by

the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

PROGRAM: Superior Court Justices are assigned throughout the state on a yearly basis by the chief justice of the Superior Court, although justices serve primarily in a few courts for most of the year. On a monthly or bi-monthly basis, the court administrators, in coordination with justices, clerks, and attorneys, prepare schedules detailing the daily work of justices and court reporters, for approval by the chief justice. During FY 85, an experimental project to expedite civil case processing was established in four counties on a pilot basis.

FINANCES, FISCAL YEAR 1985: 4 M.R.S.A. Sections 22 and 24 provide that expenditures of this unit, which amounted to $6,689,403 in FY 85 shall be borne by the Judicial Department, and are, therefore, included in its financial display.

SUPREME JUDICIAL COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: 142 Federal Street, Portland *Telephone:* 879-4791
Mail Address: Box 4910 DTS, Portland, Maine 04112
Established: 1820 *Sunset Review Required by:* No Sunset Data for this Submission
Reference: Policy Area: 00; *Umbrella:* 40; *Unit:* 276; *Citation:* 4 M.R.S.A., § 1

PURPOSE: The purpose of the Supreme Judicial Court as the Law Court is to serve as the appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations and orders governing the administration of the Judicial Department.

ORGANIZATION: The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. The Law Court hears appeals of civil and criminal cases from the Superior Court, appeals from all final judgments, orders and decrees of the Probate Court, appeals of the Public Utilities Commission and the Workers Compensation Commission's Appellate Division, interlocutory criminal appeals, and appeals of decisions of a single justice of the Supreme Judicial Court. A justice of the Supreme Judicial Court has jurisdiction to hear non-jury civil actions, except divorce or annulment of marriage, and can be assigned by the Chief Justice to hear Superior Court cases in general, including post-conviction matters. In addition, the Supreme Judicial Court defines and regulates the practice of law and the conduct of attorneys in Maine by the promulgation of Maine Bar Rules, published in the annual Maine Rules of Court. It also is the ultimate authority for admitting lawyers to the bar, and for administering lawyer discipline including disbarment. The justices of the Supreme Judicial Court make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law on solemn occasions when requested by the Governor, Senate, or House of Representatives. Three members of the Supreme Judicial Court serve as the Appellate Division for the review of sentences of one year or more.

The Supreme Judicial Court has seven members; the Chief Justice and six Associate Justices. The justices must be trained in the law and are appointed by the Governor for seven year terms, with the consent of the Legislature. The court sits in Portland four times a year and in Bangor twice a year.

By statute, the Chief Justice is head of the Judicial Department, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Department.

Upon retirement, a Supreme Judicial Court justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

LICENSES, PERMITS, ETC.

Admission to Practice—Attorney At Law, 4 M.R.S.A. § 801

FINANCES, FISCAL YEAR 1985: 4 M.R.S.A. Sections 22 and 24 provide that expenditures of this unit, which amounted to $1,642,261 in FY 85 shall be borne by the Judicial Department and are, therefore, included in its financial display.

JUDICIAL COUNCIL

VINCENT L. McKUSICK, CHIEF JUSTICE
CHAIRMAN, EX OFFICIO
MURROUGH H. O'BRIEN, Executive Secretary

Central Office: 408 Fore St., Portland *Telephone:* 772-2834
Mail Address: Box 370, DTS, Portland, Maine 04112
Established: 1935 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 356; *Citation:* 4 M.R.S.A., Sect. 451
Average Count—All Positions: 0 *Legislative Count:* 1 part-time

PURPOSE: The purpose of the Judicial Council is to make a continuous study of the organization, rules, and methods of procedure and practices of the judicial system of the State of Maine, the work accomplished and the results produced by that system and its various parts.

The Judicial Council reports biennially on or before the first day of December to the Governor on the work of the various branches of the judicial system and also submits for the consideration of the justices of the various courts suggestions with regard to law or practice and procedure. The Council also conducts, in conjunction with the Office of the State Court Administrator, the Maine Criminal Justice Sentencing Institute.

ORGANIZATION: The organization of the Judicial Council consists of the following: the Chief Justice of the Supreme Judicial Court (Chairman, ex officio), the Chief Justice of the Superior Court, the Attorney General, the Chief Judge of the District Court, the Dean of the University of Maine Law School, together with an active or retired Justice of the Supreme Judicial Court, one Justice of the Superior Court, one Judge of the District Court, one Judge of a Probate Court, one Clerk of Courts, two lawyers and six laypersons, the latter to be appointed by the Governor for such periods not exceeding four years, as he may determine. The executive secretary, a part-time contract employee, provides all executive services to the Council.

PROGRAM: The program of the Judicial Council consists of a continuous study of the work of the various courts in Maine, the problems with which they are confronted and ways in which the system can be improved. The Council meets four to five times a year, at which time it considers various issues relating to the conduct of the business of the courts. The Council also has in the past advised the Governor and the Legislature directly on matters relating to the operations of the courts in response to specific inquiries.

The Judicial Council has undertaken many major studies and programs aimed at improving the operations of the courts. These have included the 1971 study of the Superior Court, numerous studies on indigent defense, court financing, the probate court, studies relating to the establishment of the District Court, and various other reforms. The Judicial Council prepares legislation to implement reforms and appears before legislative committees in support of this legislation and in connection with other legislation affecting the courts.

During 1984-85, the Council has been concerned with probate court reorganization; collection of unpaid court fines; a study of law-related education; and the holding of the 1984 Sentencing Institute.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $6,030 in FY 85 and are, by administrative decision, included with those of the Judicial Department.

DEPARTMENT OF LABOR

PATRICIA M. McDONOUGH, COMMISSIONER

Central Office: 20 Union Street, Augusta *Telephone:* 289-3788
Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: 1971 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 158; *Citation:* 26 M.R.S.A., Sect. 1401

Average Count—All Positions: 606 *Legislative Count:* 51

Organizational Units:

Bureau of Employment Security
Unemployment Insurance Commission
Bureau of Labor Standards
Maine Occupational Information Coordinating Committee
Maine Labor Relations Board
Maine Job Training Council
Department of Labor Advisory Council
Bureau of Employment and Training Programs
Office of the Commissioner

PURPOSE: The Department of Labor was established to achieve the most effective utilization of the labor resources in the State by developing and maintaining an accountable State employment and training policy, by insuring safe working conditions and protection against loss of income and by enhancing the opportunities of the individuals to improve their economic status.

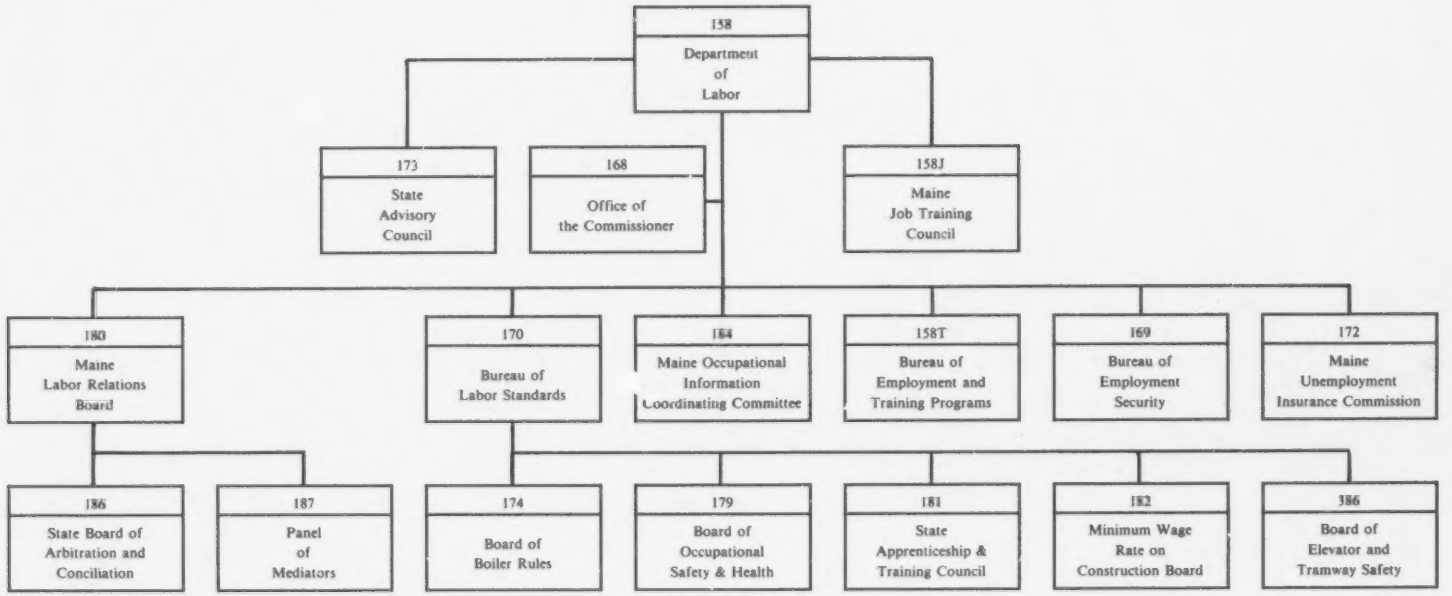
The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide services for all workers and employers in the State who desire assistance and establish and maintain free public employment offices. The Department collects unemployment taxes from liable employers and pays unemployment benefits to eligible claimants. It also enforces all State laws established for the protection of the health and safety of workers, and laws regulating the payment of wages and employment of minors. To further harmonious labor-management relations and provide occupational training for the unemployed and underemployed are final concerns of the Department.

ORGANIZATION: The Department of Labor was created by State Government reorganization legislation, effective September 24, 1971, to consolidate various employment and training related agencies of the State, including the Bureau of Employment Security and the Employment Security Commission, originally established in 1936; the Bureau of Labor Standards, functioning since 1873; the Maine Labor Relations Board, established in 1972; the Maine Job Training Council and the Maine Occupational Information Coordinating Committee, both originally established in 1979; the Bureau of Employment and Training programs, functioning since 1974; the Office of Administrative Services established in 1982; and the Office of the Commissioner established in 1983.

PROGRAM: The long-range goal of the Department of Labor is to further consolidate the functions and activities of the interrelated component organizational units.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATIONAL CHART
DEPARTMENT OF LABOR
UMB 12



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF LABOR

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,892,747	1,037,813	78,467		10,776,467	
Health Benefits	647,330	52,518	2,851		591,961	
Retirement	1,882,663	166,170	8,198		1,708,295	
Other Fringe Benefits	52,628	4,566	180		47,882	
Computer Services—Comm.	109,752	5,553			104,199	
Computer Services—State	109,601	36,622	220,347		—147,368	
Other Contractual Service	2,910,287	262,311	102,129		2,545,847	
Rents	930,221	1,267	170		928,784	
Commodities	359,111	17,582	29,653		311,876	
Grants—Subsidies—Pensions	83,222,387	205,969	121,148		18,121,151	64,774,119
Buildings and Improvement	3,092	3,092				
Equipment	832,473	11,704	37,273		783,496	
Interest—Debt Retirement	1				1	
Transfers to Other Funds	156,600		5,425		151,175	
TOTAL EXPENDITURES	103,108,893	1,805,167	605,841		35,923,766	64,774,119

OFFICE OF THE COMMISSIONER (LABOR)

PATRICIA M. McDONOUGH, COMMISSIONER

Central Office: 20 Union Street, Augusta *Telephone:* 289-3788
Mail Address: Statehouse Station 54, Augusta, Maine 04333
Established: 1983 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 168; *Citation:* 26 M.R.S.A., Sect. 1401
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Office of the Commissioner of the Department of Labor is the central administrative unit of the Department. The responsibilities of the Office include review, oversight and coordination of all Departmental functions. The Office provides primary liaison with federal and state agencies, the Legislature, the press and the public.

ORGANIZATION: The Office of the Commissioner consists of the Commissioner and immediate support staff.

PROGRAM: The programs of the Department are implemented through its component units.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE COMMISSIONER (LABOR)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	20,218	20,218				
Grants—Subsidies—Pensions	118,676	118,676				
TOTAL EXPENDITURES	138,894	138,894				

STATE ADVISORY COUNCIL (Labor)

PATRICIA M. McDONOUGH, COMMISSIONER

Central Office: 20 Union Street, Augusta 04330 *Telephone:* 289-3788
Mail Address: P.O. Box 309, Augusta, Maine 04330
Established: 1936 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12, *Unit:* 173; *Citation:* 26 M.R.S.A., Sect. 1082
Average Count—All Positions: 9 *Legislative Count:* 0

PURPOSE: The Advisory Council's objectives are to aid the Department in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

ORGANIZATION: Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law

was amended July 26, 1941 to limit the Advisory Council to not more than six members, and further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and general public.

PROGRAM: The State Advisory Council held five meetings during fiscal year 1985, to discuss departmental policies and problems relating to the Employment Security Law.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $1,362 in FY 85 and are, by administrative decision, included with those of Maine Department of Labor, Bureau of Employment Security.

STATE APPRENTICESHIP AND TRAINING COUNCIL (Labor)

THOMAS DEMPSEY, CHIEF EXECUTIVE
RICHARD GRANDMAISON, Deputy Chief Executive

Central Office: State Office Bldg.; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Station #45, Augusta, Maine 04333

Established: 1943

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 181; *Citation:* 26 M.R.S.A., Sect. 1002

Average Count—All Positions: 11 *Legislative Count:* 11

PURPOSE: The State Apprenticeship and Training Council was established to provide to employers a time-tested means of training persons to become proficient craftsmen in the trades through exposure to on-the-job work experiences and attending classes in related theoretical instruction. It is responsible for establishing standards of apprenticeship and issuing certificates of completion to apprentices satisfactorily completing their trade, thus providing employers with trained personnel. Meeting periodically, the Council cooperates with the Department of Educational and Cultural Services to provide supplemental instruction, and the Veterans Administration in approving apprenticeship training for veterans.

ORGANIZATION: The Council is composed of eleven members appointed by the Governor, made up as follows: four members must be representatives of employees and members of a recognized labor organization; four members must be representatives of employers; and three members must represent the public. Appointments are made so that the term of one member of each group expires each year. The Council elects a chairman and secretary. The budget of the Council is incorporated in the overall budget of the Bureau of Labor Standards. The Bureau Director exercises supervision over Council employees and the disbursement of funds. The Associate Commissioner of Vocational Education, the Commissioner of Labor and the Director of the Bureau of Labor Standards are ex officio Council members without vote.

PROGRAM: Continued goals of the Council are to provide the highest quality training possible by working with employers, Vocational Education officials, Joint Apprenticeship Training Committees, and the apprentices; and to publicize the educational advantages of apprenticeship training. Further goals of the Council are to work with JTPA, WEET, TJTC and Job Service to further place apprentices in programs written for AFDC recipients. The majority of apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning a trade. Periodic wage increases are a requirement of each program.

Pertinent statistics for fiscal year 1984/1985 are as follows:

Apprenticeship	
New Programs Registered	57
Programs cancelled	11
Total Programs to July 1, 1985—334	
New Apprentices Registered	278
Apprentices Reinstated	0
Apprentices Completed	153
Apprentices Cancelled	108
Apprentices Suspended	0
Total Apprentices as of July 1, 1985—1,537	

Certificates: After certification by the employer or a Joint Apprenticeship Training Committee and approval of a Vocational Education Representative, the Apprenticeship and Training Council issues Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

LICENSES, PERMITS, ETC.

Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $1,409 in FY 85 and are, by administrative decision, included with those of Bureau of Labor Standards.

STATE BOARD OF ARBITRATION AND CONCILIATION

JOSEPH CHANDLER, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 6 *Telephone:* 289-2016
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333

Established: 1909 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 186; *Citation:* 26 M.R.S.A., Sect. 911

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. The Board operates in both the public and private sector. It serves as a Board of Inquiry, as a Board of Conciliation in the private sector, or as a Board of Arbitration with power to inquire and to investigate labor-management disputes in the public or private sector. Furthermore, the Board has the authority to subpoena either party to a dispute.

ORGANIZATION: The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955. The Board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the foregoing permanent positions. All permanent and alternate members of the Board are appointed by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

During the recent legislative session members of the Board appeared before the Labor Committee to explain and defend recommendations for changes in the statute creating the Maine Board of Arbitration and Conciliation. The changes were approved and are largely housekeeping changes, reordering and bringing together in an updated version the functions and responsibilities of the Board. Since the original Board of Arbitration and Conciliation statute was adopted in 1909, some of its provisions were outdated and of little use in modern day labor

relations dispute resolution. The revised statute enacted by the 112th Legislature is Public Law 294 entitled, "An Act to Amend the Procedures of the State Board of Arbitration and Conciliation." The members of the Board are pleased that this important statutory provision was approved and enacted in the form urged by the Board. However, the legislation did not address the low per diem, which is a continuing problem.

PROGRAM: The Maine Board of Arbitration and Conciliation had an FY 85 caseload of 35 matters including some which involved more than one grievance. These included 2 fact-findings, and 33 arbitration cases, of which 9 were conciliated. This count shows a drop from the record number of cases (48) filed with the Board during FY 1984; however, the FY 1984 figure was a dramatic increase from the caseload of fiscal years prior to that year. Nonetheless, the caseload of the Board over the past several years clearly demonstrates the acceptability of this forum as a dispute resolving mechanism by the public sector labor relations community. Notwithstanding its public sector activity, the Board has the statutory authority to serve as an arbitration forum in either the public or private sector with the consent of the parties.

General expenses have continued to increase with inflation and the travel costs associated with serving all regions of the State. As expressed in past reports, we continue with our concern for stretching meager resources in order that we might be able to continue to service all areas of the State. We believe it important to offer our services in all situations where they are sought as this Board is the only dispute resolution facility available to some parties, whether by contractual or financial constraints. As in the past, we have been successful in addressing the needs of clientele efficiently and expeditiously in FY 85.

The per diem for members is low and not reflective of private sector compensation. Maintaining the status quo is not an advance and is not representative of remuneration for such services by full-time conciliators and arbitrators.

Although the number of filings were down in FY 1985, a statistical review shows that the Board actually sat, heard and disposed of 20 matters filed during the fiscal year and an additional 9 matters filed in the previous fiscal year but scheduled for hearing in FY 1985. A sampling of the issues addressed by the Maine Board of Arbitration and Conciliation during the past year indicates the following:

1. Discharge
2. Telephone
3. Class action pay dispute
4. Discipline
5. Vacation benefits
6. Demotion
7. Just cause
8. Dismissal
9. Reprimand
10. Insurance
11. Suspension
12. Pay disparity
13. Longevity
14. Overtime
15. Training pay
16. Non-unit assignment
17. Retirement benefits
18. Classification differential
19. Severance pay
20. Garment provisions
21. Rotation
22. Higher classification

The Board of Arbitration and Conciliation will continue to meet its responsibilities as a forum for dispute resolution—particularly in the area of grievance disposition. With its statutory authority revitalized by the enactment of Chapter 294 of the Public Laws of 1985, it is in a better position to assist the parties in reaching their own resolution of disputes brought before the Board.

FINANCES, FISCAL YEAR 1985: 26 MRSA, Sect. 965, Sub-section 6 provides that expenditures of this unit, which amounted to $10,208 in FY 85, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

BOARD OF BOILER RULES

VACANT, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: 1931 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 174; *Citation:* 26 M.R.S.A., Sect. 171
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Boiler Rules was established to promulgate rules for the safe construction, installation, alteration, repair, use and operation of all boilers covered by the statute. This includes all high pressure boilers (those operating at pressures exceeding 15 lbs. gage) and all low pressure boilers located in schools or owned by municipalities. The rules so formulated shall conform as nearly as practicable to the Boiler Code of The American Society of Mechanical Engineers.

ORGANIZATION: There have been boiler laws in Maine since 1850. In 1931 the Board of Boiler Rules was established within the Department of Labor & Industry. Today the Board is operating in the Bureau of Labor Standards of the Department of Labor.

PROGRAM: The Board of Boiler Rules met once during fiscal year 1985. The Board heard two appeals. One to permit an organic fluid boiler built in Germany and over 15 years old be registered in the State of Maine. The second was to register in the State of Maine a high pressure vessel as a state special.

Approval of an Adult Education Welding Course at EMVTI was granted by the Board.

The Examining Committee, which reports to the Board, held four meetings. The Committee held four boiler operator and stationary engineers examinations and six disputed applications were resolved.

The Board plans to establish two assigned meeting dates per year when reports of the examination committee and boiler division activities will be submitted.

Review of changes to the National Standards and Codes will be made and rule changes adopted.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $855.44 in FY 85 and are, by administrative decision included with those of the Bureau of Labor Standards.

BOARD OF ELEVATOR AND TRAMWAY SAFETY

VACANT, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333
Established: 1949 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 386; *Citation:* 26 M.R.S.A., Sect. 475
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purposes of the Board of Elevator and Tramway Safety are as follows: to protect Maine citizens and visitors from unnecessary mechanical hazards in the operation of elevators and tramways, to ensure that reasonable design and construction are used, and that accepted safety devices and sufficient personnel are provided for. The Board also makes sure that

maintenance, inspections and adjustments are made which are deemed essential for the safe operation of elevators and tramways. The primary responsibility for design, construction, maintenance and inspection rests with the firm, person, partnership, association or corporation which owns or operates such a device.

ORGANIZATION: The Elevator Law was enacted in 1949 and in 1951 a Board of Elevator Rules and Regulations was established under the then, Department of Labor and Industry. National standards for new elevators were adopted and rules were promulgated for existing elevators.

The Passenger Tramway Safety Board was created in 1961 and operated until October 1977 under the Bureau of Parks and Recreation, Department of Conservation. The 108th Legislature passed legislation merging the Board of Elevator Rules and Regulations and the Passenger Tramway Safety Board to form the Board of Elevator and Tramway Safety within the Department of Manpower Affairs. In 1981 the Department of Manpower Affairs was changed to Department of Labor.

PROGRAM: The board had scheduled two meetings in FY 85 to hear several appeals, however, these meetings were cancelled due to withdrawal of the appeal requests.

The board plans to establish two assigned meeting dates per year to review changes to national standards and consider adoption of appropriate rules.

Due to recent legislation the makeup of Board membership will change. New members will be appointed to represent those newly established positions.

Rules will be adopted to implement the recent enacted law giving the board power to grant variances.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $572.00 in FY 1985 and are, by administrative decision, included with those of Boiler, Elevator, Tramway Division, Bureau of Labor Standards.

BUREAU OF EMPLOYMENT SECURITY

SETH W. THORNTON, EXECUTIVE DIRECTOR

Central Office: 20 Union Street, Augusta *Telephone:* 289-2411
Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: March 25, 1980 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 169; *Citation:* 26 M.R.S.A., Sect. 1082

Average Count—All Positions: 461 *Legislative Count:* 0

Organizational Units:

Appeals Division
Data Processing Division
Unemployment Insurance Commission
Job Service Division
Division of Economic Analysis and Research
Unemployment Compensation Division

PURPOSE: The Bureau of Employment Security is the employment security administrative organization within the Department of Labor. The Bureau provides services to help prevent or reduce the adverse social economic impact of unemployment and underemployment. It operates through a federal-state partnership in which all the expenses of administration of the state programs are borne by the federal government. It is responsible for providing effective services for workers and employers desiring assistance. It develops, collects, and disseminates labor market information. It is responsible for administering the State's Unemployment Compensation Program and related federal programs. It also issues training allowance payments to eligible participants in various federally-sponsored training programs.

ORGANIZATION: The Bureau of Employment Security was originally organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The Employment Service Division, set up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Bureau of Employment Security opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide employment concerns during the period of World War II, the State Employment Service, by Presidential Executive Order, was taken over under direct Federal control from January 1, 1942, through November 16, 1946. On August 6, 1949, the name of the Commission was changed by legislation to the Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the Commission was placed within the Department of Labor. On July 6, 1978, the Maine Employment Security Commission was reorganized as a higher authority appeal tribunal with limited administrative responsibility; the administrative arm of the organization became an integral part of the Department of Labor directly under the supervision of the Commissioner of Labor. On March 25, 1980, legislation established the Bureau of Employment Security as a separate entity within the Department of Labor. On September 23, 1983 the Employment Security Commission's name was changed to the Unemployment Insurance Commission.

PROGRAM: The Program of this Bureau is implemented through its six component divisions.

Appeals Division. The purpose of the Appeals Division is to hear and decide disputed claims under the unemployment insurance programs, complaints of violations of the Federal Regulations dealing with the Migrant Woods Program, and complaints under the Job Training Partnership Act. All hearings are held pursuant to provisions of the Administrative Procedure Act. There currently are 15 positions in the division.

The highest priority in fiscal year '84-'85 continued to be education for hearing officers to assure compliance with the Administrative Procedure Act and further automation of systems. In the fiscal year ending June 30, 1985, the Appeals Tribunal disposed of 5,217 cases.

The expenditures of this unit amounted to $445,572.66 in FY 85, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Data Processing Division. The purpose of this division is to provide a total data processing service for the Bureau. It includes but is not limited to large scale computer operations, telecommunications, systems/programming, consulting, distributive data processing, data quality control, tape and disk media libraries, computer assisted data entry, operating and proprietary software support, and all appropriate activities associated with the generation and maintenance of these services. It is composed of a Director, and a staff of 16 Analyst Programmers, a clerical, and 8 Computer Operations personnel, and is a support unit for the other Divisions in the Bureau.

The expenditures of this unit amounted to $1,545,190.69 in FY 85 and are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1985.

Job Service Division. The most important responsibility of the Maine Job Service is to locate suitable employment for job seekers and to provide qualified workers for employer's job openings. Emphasis is placed on services to veterans and other special applicant groups in securing employment. This so-called "Labor Exchange" is a *free* service offered to both applicants and employers.

The Maine Job Service is an integral part of a nationwide network of Public Employment Agencies that receives 100% of its funding from the Federal Government. During this past fiscal year, the Job Service operated 19 local offices located throughout the State.

The Job Service offers a wide variety of services which can be categorized into 2 major programs; an Applicant Services Program and an Employer Services Program. A summary of the major features of each of these programs is as follows:

Applicant Services Program.

Work Registration: A complete work history is collected on every applicant who comes into the Job Service for service. This registration card contains sufficient information to help match an applicant's qualifications against an employer's job requirements. During this fiscal

year, the Job Service registered over 118,000 applicants.

Job Placement: Finding suitable jobs for applicants and assisting employers in finding qualified applicants is the most important responsibility of the Job Service. The Maine Job Bank facilitates this placement process by providing a computerized listing of job order information to Job Service staff and job seekers with a statewide inventory of job openings. During this past year, the Job Service made approximately 98,000 referrals to over 41,000 job openings which resulted in over 25,000 successful placements. The Job Service also utilizes a computerized Job Matching System. This highly sophisticated system automatically matches people with jobs by encoding special data on the applicant's qualifications and the employer's specific job requirements.

Counseling: Employment counseling is the process whereby a trained counselor works with clients who have problems in the vocational area. Goals are established that will assist and enhance the employment possibilities of the clients. Job Service held over 300 counseling interviews this past year, and administered various aptitude and performance tests to another 1,000 individuals.

Employer Services Program.

In order to place applicants, Job Service puts a great deal of emphasis on getting to know employers and to meet their employment needs. The Employer Services Program includes 3 functions:

Employer Visitation: The objective of this program is to maintain a regular schedule of employer contacts in order to establish a close working relationship with the employers so that they can become acquainted with their specific employment needs. Services were requested from over 6,000 employers.

Exclusive Referral: Approximately 200 of the largest employers in the State have entered into agreements with the local Job Service office whereby the Job Service is the exclusive referral agent for the employer. In effect, everyone hired by that company has to first go through the Job Service. This particular program has proven to be an effective method for placing applicants in jobs and it has relieved the employers from many of the personnel activities associated with hiring personnel.

Positive Recruitment: This program offers employers the use of Job Service staff and facilities in conducting a major recruitment drive. It has been most helpful to new employers moving into an area who have not yet established a base of operations.

Other Programs.

Targeted Jobs Tax Credit Program (TJTC): The TJTC Program is a special program administered by the Job Service that offers an elective tax credit to employers as an incentive to hire applicants from selected target groups. In order for the employer to be eligible for the tax credit, the potential employee must be determined eligible as a member of a targeted group by a local Job Service office, the applicant must be a new employee for that firm and prior to that person starting work, the employer must request a certification of the eligible applicant in writing or complete the employer portion of the voucher form and mail it to the Maine Job Service.

Emergency Veteran's Job Training Act: A program in which employers can receive up to $10,000 for training and hiring eligible Vietnam-era or Korean Conflict veterans. The training programs must be occupations in growth industries, new technical skills or where the demand for labor exceeds the supply.

Trade Adjustment Assistance (TAA): The TAA program is administered by the Job Service to provide a full range of employment services to eligible applicants (displaced from their jobs as a direct result of foreign trade). During the time period July 1, 1984 to June 30, 1985, 210 training programs have been approved representing $231,000. Twenty-seven (27) applicants have used the Job Search and Relocation component at a cost of $17,000.

The expenditures of this unit amounted to $3,722,744.53 in FY 1985, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Division of Economic Analysis and Research. The Division of Economic Analysis and Research is responsible for developing and maintaining State and area labor market and occupational information programs, and providing the Bureau with economic, management, and actuarial analyses for overall program planning and delivery.

The Division consists of 4 operational units: (1) Data Systems and Operations Review, (2) Labor Market Evaluation and Planning, (3) Occupational Outlook and Job Information, and (4) Labor Market Information Field Services. The last section cited consists of staff stationed in 3 different areas in the State serving the needs of the public and private sectors for local

labor market analyses.

The program activities involve the disciplines associated with social science and economic research. The results of this research are disseminated to a wide array of public and private users. Data is published as developed and used in functional analyses and studies prepared to assist policy makers and managers in social, economic, and business planning.

Labor Force, Industry Employment Statistics. Survey results are processed, and estimates developed monthly regarding employment and wages by industry for the State and the Portland and Lewiston-Auburn Metropolitan Statistical Areas. Civilian labor force estimates, including the number of people employed and unemployed, are developed by month on a current basis for each of Maine's 31 labor markets.

Occupational Statistics. Research is conducted to determine staffing patterns in selected nonmanufacturing industries. Wage surveys are made covering occupations in the Maine pulpwood and logging industry as well as the remainder of manufacturing industries and hospitals. Results are published, disseminated, and incorporated in the management and delivery of other programs. The Division is a service center for the processing of industrial and occupational projections for states in the eastern half of the nation.

Occupational Profiles. A series of occupational profiles containing information on job descriptions, work environment, wages, employment outlook, and skill, education and training requirements is developed. These profiles are available to the public, career counselors, educators, and job placement specialists for a small printing and handling fee.

Labor Market Information Field Services. Staff is maintained at the Bureau's local offices in Lewiston and Bangor to cover the specific labor market information needs of the Department, other public agencies, and a variety of user groups in Maine's 31 labor market areas. Maine employers are assisted with information for affirmative action, labor availability, wage settlements, federal procurement preference eligibility, and for business planning. Special impact analyses are conducted in response to sudden changes in industry employment. Economic analyses highlighting industry trends and outlook are prepared for Maine's educational and employment and training communities.

Management Information. A series of monthly analyses and reports are made to the Executive Director of the Bureau on the activities of the Job Service and Unemployment Compensation programs. Research is conducted on proposals and legislative documents associated with the Employment Security Law. Actuarial research is conducted providing projections of the Unemployment Compensation Fund under various economic assumptions. Other economic projections are made for workload planning.

Census Data Center Program. In May 1983 the division was designated as the Census Data Center to provide management to a statewide network of affiliates offering an information service on U.S. Bureau of the Census materials. The 28 selected affiliates, including public, college, and University of Maine libraries, Regional Planning Commissions, and Councils of Governments, are located from Sanford to Fort Kent. Over 1,400 requests for information were processed during 1984. In addition, an on-line computer system was created to facilitate access to over 100,000 tables of 1980 Census data.

Publications.

1. Maine Labor Market Digest (Free-Monthly)
2. Civilian Labor Force Estimates for Maine and its Substate Areas ($3.50)
3. Women and Minority Labor Force in Maine ($4.50)
4. Directory of Labor Market Information (Free)
5. Maine Directory of Occupational Licensing ($8.95)
6. Maine Occupational Needs: Outlook to 1990 ($5.00)
7. Maine Occupational Staffing Patterns by Industry: (Free)
   a. Wholesale and Retail Trade, Public Utilities, and Selected Transportation Industries
   b. Manufacturing
   c. Selected Nonmanufacturing Industries
   d. Government
   e. Education
   f. Hospitals
8. Maine Occupational Wages:
   a. Manufacturing Industries ($3.00)
   b. Selected Nonmanufacturing Industries ($3.00)
   c. Hospitals ($2.50)
9. Job Hunting in Maine ($2.75)

10. Technical Services Monographs (Varying Fees)
11. Employment Situation (Free-Monthly)
    a. Employment Situation Summary (Free-Annually)
12. Maine Connections (Free)
13. Annual Planning Information Reports, Statewide ($4.00)
14. Maine Occupational Statistics for Affirmative Action Planning, 2 Volumes ($5.00 each)

Various minimal fees are assessed for some of the above publications. These fees are based on printing and handling charges only.

The expenditures of this unit amounted to $1,207,400.41 in FY 1985, and are, for administrative purposes, included with those of Department of Labor, Bureau of Employment Security.

Unemployment Compensation Division. The Unemployment Compensation Program is intended to partially insure workers against loss of wages during periods of temporary unemployment. It is not welfare or relief, but is an insurance program for the benefit of qualified unemployed workers. The Unemployment Compensation Division of the Maine Department of Labor, Bureau of Employment Security, is headed by a Division Director who is responsible for the operations of 15 local offices and an Interstate claims office.

Unemployment compensation workloads for unemployment insurance claims activities exhibited a slight increase for State of Maine Fiscal Year 1985. The number of initial claims for unemployment benefits under the regular State program totaled 155,050. The number of new claims filed under the Federal Supplemental Compensation (FSC) program was 12,801. A total of 844,017 continued claims were processed under the State Unemployment Insurance (UI) and Federal Supplemental Compensation Programs generating $73,112,236 in benefits paid for 699,596 weeks compensated. Additionally, former Federal employees were paid $365,928 for 3,251 weeks compensated under the Unemployment Compensation for Federal Employees (UCFE) program. Ex-servicemembers were paid $762,436 for 5,716 weeks compensated under the Unemployment Compensation for Ex-Servicemembers (UCX) program.

Special Payment Unit: The Special Payment Unit of the Benefits Section processed 4,349 weeks compensated for a total of $463,640 in benefit payments for the Trade Readjustment Allowances (TRA) program as provided under the Trade Act of 1974, as amended in 1981.

Claims Deputies: Claims Deputies in the division's 15 local offices and the Interstate Office rendered 62,171 nonmonetary determinations to adjudicate disputed claims. The number of benefit appeal cases disposed of by the Agency's Adjudication Division totaled 4,367 while an additional 850 cases were heard and disposed of at the Commission's higher authority appeals level.

In the Benefit Payment Control program, utilizing the automated cross-match system of wage record and benefit payment files, 34,662 claim audits were mailed to employers during FY 85. Fraud investigators and local office claims deputies issued 896 determinations relative to fraud and misrepresentation resulting in $400,575 in overpayments. With the assistance from the District Attorney's Office, 72 cases for misrepresentation resulted in court convictions.

The Unemployment Compensation Division has established a Quality Control Unit for post-review of benefit payments through a process of a random selection of active claims, conducting an in-depth audit of all benefit payments and related procedures relative to the selected claim. The audit is designed to detect any benefit claims which were improperly filed and the results of these audits will be used to further improve operation procedures.

By the end of FY 85, the number of active employer accounts were 27,069 and payroll data submitted by these employers generated a total of 2,041,123 wage items processed by the Wage Record Unit. Field and central office activities produced 8,182 employer status determinations of which 3,337 involved newly liable employer accounts. A total of 1,317 field audits were conducted resulting in a net receipt of $422,153 in under-reported contributions. Net contributions received in FY 1985 totaled $84,644,727 and the Fund balance was $56,005,843 as of April 30, 1985.

Eligibility Review Program: The Eligibility Review Program (ERP) provided special assistance eligibility interviews to aid claimants in development of work search plans and the solution of reemployment problems. During FY 1985, 54,456 ERP interviews were conducted.

The Unemployment Compensation Division's Cost Model Unit, through the use of accurate workload projections and with factors developed by the Cost Model management studies, provided a scientific base for fiscal and staff management planning, development and control which enabled the division to adjust staff and other resources to changes in workload.

During FY 1985 the Department of Labor installed a most up-to-date computer system. The new system helps to provide better service to the claimants of unemployment compensation and replaces outdated computer equipment and procedures.

The division's Internal Security Unit is designed to assure management that adequate safeguards are maintained in both the tax collections and benefit payments. The unit monitors both the automated and manual systems on an ongoing basis and develops strategies to prevent and detect improper use of agency resources. During FY 1985, the Internal Security Unit in conjunction with the Management Systems and Information Office developed and implemented a computerized security system. The Internal Security Unit has completed a comprehensive Internal Security Audit which encompasses both the Unemployment Compensation Benefits and Unemployment Compensation Tax areas.

Financing the Unemployment System. Both the benefit costs and administrative costs of the Unemployment Insurance Program are financed through the imposition of a payroll tax on most of the State's employers.

Unemployment Compensation Fund Status—1984: The Unemployment Compensation Fund balance was $56,310,096.35, as of December 31, 1984.

The expenditures of this unit amounted to $6,186,041.00 in FY 1985 and are, for administrative purposes, included with those of the Department of Labor, Bureau of Employment Security.

The above finances of this division were extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the twelve (12) month period ending June 30, 1985.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYMENT SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,137,626		30,023		9,107,603	
Health Benefits	505,923				505,923	
Retirement	1,443,321				1,443,321	
Other Fringe Benefits	41,079				41,079	
Computer Services—Comm.	104,199				104,199	
Computer Services—State	65,285		220,000		—154,715	
Other Contractual Service	2,133,042		41,824		2,091,218	
Rents	884,975		170		884,805	
Commodities	306,779		24,754		282,025	
Grants—Subsidies—Pensions	73,951,357				9,177,238	64,774,119
Equipment	708,075				708,075	
Transfers to Other Funds	81,587		515		81,072	
TOTAL EXPENDITURES	89,363,248		317,286		24,271,843	64,774,119

The following financial information was extracted from the internal cost accounting of the Bureau of Employment Security, and reflect the division costs for the 12 month period ending June 30, 1985.

Maine Department of Labor
BUREAU OF EMPLOYMENT SECURITY
Trial Balances of June 30, 1985

Cash Accounts		
Benefit Account	239,532.06	
Clearing Account	29,591.73	
U.S. Trust Fund	60,735,793.90	
Special Admin. Expense Account	100,000.00	
ACCOUNTS RECEIVABLE		
Direct Reimbursement Receivable	182,883.35	
Employers Accounts Receivable	4,533,449.27	
Benefit Overpayment Receivable	1,925,045.35	
Interstate Accounts Receivable	8,065.45	
Office Building Addition Account	50,473.56	
Federal Shre of Extended Benefits Receiv.		
Federal Share of FSC Benefits Receivable		
Federal Share of FECA Benefits Receivable	9,707.80	
Federal Advance UCX, SUA, PSE Receivable		
Court Fines Receivable	21,731.00	
Liabilities		
Federal Share of Extended Benefits Advanced		667.69
Federal Share of FSC Benefits Advanced		245,531.84
Federal Share of FECA Benefits Advanced		
Federal Share of UCX, SUA, PSE Benefits Adv		15,992.70
Federal Share of FSB Benefits Advanced		945.59
Title IX Distribution Fund Withdrawn		50,473.56
Revenue Accounts		
Title IX Distribution Funds		591,575.71
Interest Earned on U.C. Trust Fund		41,807,828.98
Federal Share of Extended Benefits Earned		39,337,112.32
Direct Reimbursement Received		24,227,907.85
Payroll Penalties Received		792,411.51
Contribution Penalties Received		1,181,800.25
Interest Penalties Received		1,288,907.55
Court Fines Received		35,983.56
Anonymous Refunds		2,177.00
Contributions Received Prior to 1984		840,770,464.74
Contributions Received 1984		85,292,917.16
Contributions Received 1985		31,952,717.88
Federal Advance—FUTA TAX Credits Received		33,080,315.06
Disbursements		
Benefits Paid—All Prior Years	893,895,020.52	
Benefits Paid—Current Year	41,374,985.33	
Extended Benefits Paid—All Prior Years	78,586,632.40	
Extended Benefits Paid—Current Year	1,429,335.83	
Extended Benefits Paid Direct Reimb-Prior Year	583,811.00	
Extended Benefits Paid Direct Reimb-Current Year		
Other Disbursements	804,971.45	
Maine Wage Assurance Fund	160,191.28	
Unrealized Accounts Receivable		
Delinquent Contributions Receivable		2,672,352.38
Interest Penalties Receivable		211,339.97
Payroll Penalties Receivable		82,766.70
Contri. & Direct Reimb. Penalties Receiv.		70,488.47
Doubtful Accounts Receivable		70,852.83
Direct Reimbursements Receivable		182,883.35
Bankruptcies—Receivership		1,425,648.92
Benefit Overpayments Unrealized		1,925,045.35
Interstate Payments Unrealized		8,065.45
Court Fines Unrealized		21,731.00
	1,107,346,900.37	1,107,346,900.37
Balance of Unemployment Compensation Fund as of June 30, 1985	60,934,371.02	

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS

ROBERT F. BOURGAULT, EXECUTIVE DIRECTOR
ROBERT A. JONES, DIRECTOR, State Management Unit

Central Office: Old Nurses Bldg.—AMHI, Augusta *Telephone:* 289-3375
Mail Address: Hospital Street, Statehouse Sta. #55, Augusta, Maine 04333
Established: February 2, 1983
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 158T; *Citation:* Exec. Order 9 FY 82/83
Average Count—All Positions: 100 *Legislative Count:* 0

PURPOSE: The Bureau is responsible for providing professional and technical services to the Governor, members of the State Job Training Coordinating Council (SJTCC), and to the Service Delivery Areas (SDAs), pursuant to the Job Training Partnership Act (JTPA), Public Law 97-300 of 1982. The Bureau is responsible for developing operational guidelines and procedures for programs conducted under JTPA across the State. Included among the various management systems are monitoring, fiscal accountability, including the allocation of funds and audits, occupational supply and demand and management information, and technical assistance and training.

ORGANIZATION: The Bureau of Employment & Training Programs operates as a division within the Maine Department of Labor. The Bureau is funded through JTPA Federal funds.

PROGRAM: The JTPA program currently provides training activities primarily through two SDAs. One SDA provides training activities to Cumberland County residents. The other SDA serves the citizens of the remaining 15 counties. These activities are funded through Title II, Part A & B of the Act. Title II, Part A, provides classroom training, on-the-job training, customized training, and work experience programs for economically disadvantaged youth and adults. Title II, Part B, funds are appropriated to conduct summer youth employment programs for economically disadvantaged youth. The Bureau is also responsible for the management and operation of Title III of JTPA—programs for dislocated workers.

PUBLICATIONS: The Bureau of Employment & Training Programs publishes state guidelines, a forms preparation handbook, and planning instructions to Service Delivery Areas. These publications detail the methods of administration and management as well as specific program plans for the subsequent fiscal year. They are public documents available to anyone by writing the Executive Director, Bureau of Employment & Training Programs, Hospital Street, State House Station #55, Augusta, Maine 04333, or by calling (207) 289-3375.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF EMPLOYMENT AND TRAINING PROGRAMS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,496,939				1,496,939	
Health Benefits	75,658				75,658	
Retirement	236,510				236,510	
Other Fringe Benefits	6,009				6,009	
Computer Services—State	3,118				3,118	
Other Contractual Service	392,272				392,272	
Rents	31,027				31,027	
Commodities	25,307				25,307	
Grants—Subsidies—Pensions	8,942,913				8,942,913	
Equipment	69,060				69,060	
Interest—Debt Retirement	1				1	
Transfers to Other Funds	58,984				58,984	
TOTAL EXPENDITURES	11,337,798				11,337,798	

BUREAU OF LABOR STANDARDS

PAUL K. LOVEJOY, ACTING DIRECTOR
ANNE L. HAMEL, Acting Deputy Director

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 170; *Citation:* 26 M.R.S.A., Sect. 41

Average Count—All Positions: 44 *Legislative Count:* 41

Organizational Units:

Board of Boiler Rules
Board of Occupational Safety and Health
Minimum Wage Rate on Construction Projects Board
Apprenticeship Division
Research & Statistics Division
Minimum Wage, Child Labor, Stuffed Toys Division
Boiler, Elevator, Tramway Division
Industrial Safety Division
Board of Elevator & Tramway Safety
State Apprenticeship & Training Council

PURPOSE: The Bureau of Labor Standards was established to assure that work be done in a safe and healthful environment and that workers receive a fair wage for their endeavors. It is responsible for collecting, assorting and arranging statistical details relating to all departments of labor and industrial pursuits in the State; to trade unions and other labor organizations and their effect upon labor and capital; to the character of industrial accidents and their effect upon the injured, their dependent relatives and upon the general public. The director shall enforce all laws regulating the employment of minors, and the payment of wages; all laws established for the protection of health, lives and limbs of operations in workshops and factories; and those enacted for the protection of the working classes.

ORGANIZATION: The nucleus of the Bureau of Labor Standards was established in 1873 of an activity under the direction of the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, a separate department, the Bureau of Industrial and Labor Statistics was established by the Legislature.

In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children, minors and women, the protection of the physical well-being of factory workers and the payment of wages. The Department remained as a separate entity, with new duties and powers added from time to time, until 1972

when, in the reorganization of State Government, it became the Bureau of Labor and Industry with the new Department of Manpower Affairs. In 1975, the name of the Bureau was changed to become the Bureau of Labor and all reference to sex was eliminated from the statutes.

In 1975 enabling legislation was enacted giving the Bureau authority to enforce safety and health rules and regulations in the public sector. The 108th session of the Legislature required each agency of government to cooperate fully with the Bureau's efforts to compile labor and industrial statistics.

In 1981 the name of the Bureau of Labor was changed to Bureau of Labor Standards. This was necessary because the name of the Department of Manpower Affairs was changed to the Department of Labor.

PROGRAM: The Bureau of Labor Standards is divided into five divisions under the direction of division directors who report to the Director appointed by the Commissioner of Labor with the advice and consent of the Governor. The administration of these are governed by statute or statutory authority creating separate boards to promulgate rules and regulations which, within limitations, regulate the functions.

Reports from each Division follow.

Apprenticeship Division. The Apprenticeship Division is responsible for maintaining correct and up-to-date files on current registered apprenticeship programs and current registered apprentices. The Division assists employers, groups of employers, local unions and committees of employers and employees to establish and maintain apprenticeship programs. The Division cooperates with the Department of Education to establish courses of related training for registered apprenticeships. The Division fieldman is required to personally visit establishments that request an apprenticeship program to determine what trade or trades and any other necessary criteria the employer may need to successfully implement an apprenticeship program. Periodically the fieldman will visit the establishment after the program has been instituted.

The Maine State Apprenticeship Council was established by act of the Legislature in 1943. In 1979 the name of the Council was changed by act of the Legislature to the Maine State Apprenticeship and Training Council. The Council is recognized by the U.S. Department of Labor as the registration agency for federal purposes of apprenticeship programs. The Councils' Rules and Regulations have been approved by the U.S. Secretary of Labor as being in compliance with the Code of Federal Regulation Title 29 Part 29 and Title 29 Part 30. The Apprenticeship Division exists to implement the directives of the Council.

The field representatives visited 850 establishments to assist employers with existing programs and to help employers implement new apprenticeship programs. The staff registered 57 new apprenticeship programs and cancelled 11 apprenticeship programs at the request of the establishments. There were 278 new apprentices registered, no apprentices reinstated, and 153 apprentices received their Certificates of Completion from the Council. The staff is responsible for preparing the documents that constitute the Standards of Apprenticeship and the Certificates of Completion that are issued to graduate apprentices.

Research and Statistics Division (Labor Standards). The Director of the Bureau of Labor Standards is required by statute to collect and distribute statistical data relating to industrial and construction employment and output, the cause and effect of occupational injuries and illnesses, and the operation of trade unions and other labor organizations. This authority has been delegated to the Division of Research & Statistics.

In 1873 the Secretary of State was assigned the authority to collect and print statistics on manufacturing, mining, commercial and industrial interests. The Legislature transferred that mandate to the new Bureau of Industrial and Labor Statistics, which was established as a separate department in 1887. In 1911 the name was changed to the Department of Labor and Industry with the addition of regulatory authority concerning employment. At that time, the collection of industrial statistics was assigned to the Division. This relationship has remained through several name and organizational changes at the Department and Bureau level.

The following are the major programs of this Division:

Manufacturing Economic Data. Manufacturing firms are surveyed requesting data relative to the value of product, capital expenditures, exports and imports, and workers covered by union contracts. Additional information concerning the number of workers and gross wages paid is supplied by the Bureau of Employment Security, Division of Economic Analysis and Research. Data is tabulated by industrial classification, county, civil division, economic area, and plant size. The results are published in the *Census of Maine Manufactures.* Special studies are performed on request.

Occupational Injuries and Illnesses. The Division, in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics, conducts two programs for the collection of statistics concerning occupational injuries and illnesses. These programs are:

Occupational Safety and Health Statistical Program (OSHS): A sample of employers operating in the State of Maine is surveyed to gather data on the incidence of occupational injuries and illnesses, average employment, and hours worked. From the raw data, state-wide statistics are estimated and tabulated. The resulting numbers of incidents and the incidence rates are published in *Occupational Injuries & Illnesses in Maine.*

Supplementary Data System (SDS): This program codes selected data from the Employer's First Reports of Occupational Injury or Illness submitted to the Workers' Compensation Commission. This data is tabulated and published annually in *Characteristics of Work-Related Injuries and Illnesses in Maine.* Special studies are performed on request.

Labor Relations. The Division publishes the *Directory of Maine Labor Organizations,* which is a listing of the local unions and their current officers with addresses and telephone numbers. Three work sheets are compiled and printed showing union membership by local, listing organized manufacturing firms and relevant union locals, and listing organized non-manufacturing firms with locals. Files on union contracts, National Labor Relations Board and Maine Labor Relations Board elections, and work stoppages are also maintained and used to perform special studies. In 1984 a new series was started entitled *Labor Relations in Maine.* It features relevant information on union membership and elections. An analysis of contracts negotiated during the year is included.

Construction Wage Rates. Data collected under the Minimum Wage Rate on Construction Projects survey are tabulated and published annually. The *Maine Construction Wage Rates* pamphlet shows high, median and low rates by occupation and type of construction. Special studies are available upon request.

Division of Minimum Wage & Child Labor. The minimum wage increased on January 1, 1985 from $3.35 to $3.45 per hour. It will increase in two more steps; $3.55 on January 1, 1986 and $3.65 on January 1, 1987.

The number of violations increased substantially from the previous year, although this can be expected when there is a change in the minimum wage. 328 complaints of unpaid wages and illegal deductions were investigated by this Division which resulted in $48,231.33 in back wages paid to employees. 8 complaints against employers were filed in the district and superior courts for this type of violation during the past year.

A total of $109,173.59 was paid to 521 employees from the Wage Assurance Fund when the employers went out of business and left no assets with which to pay the employees their final wages. Our largest ever case was processed through the fund in the amount of $98,532.96.

During the past year, $66,528.55 was paid to employees by employers who were in violation for not paying the required minimum wage, overtime or final wages, including vacation pay.

To date, a total of $317,856.02 has been paid for 1984-85 by employers in severance pay that is due when an employer that has employed 100 or more people voluntarily closes its doors. There are currently 3 severance pay cases in the courts and 1 other pending possible court action.

There were 5,110 work permits approved for the employment of minors, a slight increase over 1984.

Stuffed Toys, Bedding and Upholstered Furniture. There were 663 certificates issued to manufacturers and importers of stuffed toys to sell their items in the State of Maine and 662 registrations issued for manufacturers or importers of bedding; upholstered furniture. This is a combined total of 1,325 and show an increase of 10% over the previous fiscal year.

The following is a statistical summary of Wage & Hour Division activities:

Inspection	8,761
Violations, Total	5,501
Work Permits Approved	5,110
Minimum Wage & Overtime Paid to Employees	$18,287.22
Unpaid Wages & Vacation Pay	$48,231.33
Registration Fee, Bedding	$21,182.34
Registration Fee, Stuffed Toys	$13,637.25

Boiler, Elevator, Tramway Division (Labor). The purpose of this Division is to protect the citizens and visitors of the State from unnecessary mechanical hazards in the operation of boilers, elevators and tramways by ensuring that reasonable design and construction are used; accepted safety devices are provided for; personnel employed in the installation, repair, inspec-

tion and operation are trained and qualified; periodic maintenance, inspections and repairs are made which are deemed essential for their safe use; and that the statutes and rules formulated by the Board of Boiler Rules and the Elevator and Tramway Safety Board are enforced.

The Boiler Division was established within the Department of Labor and Industry in 1935. The Elevator Division was established within the Department in 1951. In 1953 the Boiler Law was expanded to include boilers in schools and those owned by municipalities and provision to qualify and certify welders. In 1968 the supervising elevator inspector was also appointed chief boiler inspector and has remained so to the present. In 1968 the licensing of elevator mechanics was added to the elevator law. Manlifts and escalators were added to the elevator statutes in 1973. In 1977 the tramway law, which had been administrated by the Bureau of Parks and Recreation, Department of Conservation, was merged with the elevator law. All inspectors within the Division are qualified to inspect boilers, elevators and tramways.

Objectives of the Boiler, Elevator and Tramway Division are to assure that those devices specified in the Statutes are constructed, installed, repaired, altered, used and operated in a safe manner.

The technological advances in the area of the Division's concern caused Division personnel to examine ways these objectives can best be accomplished. The staff found promoting education necessary to create a better understanding, hence compliance, of Rules adopted by the Boiler Board, Elevator and Tramway Safety Board.

Training programs for Division personnel have been established in the past year consisting of once a month training in-house, advanced boiler and pressure vessel training and participation in tramway and welding seminars. One inspector attended a two week elevator inspectors school, upon successiully completing the course received an inspector's certification issued by The National Association of Elevator Authorities.

Activities initiated for the benefit of those the Division serves includes a program of guest lecturers at Maine Maritime Academy, Eastern Maine and Kennebec Valley Vocational Institutes. Staff members serve on welding and power engineer advisory committees of several vocational institutes. A seminar for Boiler and Pressure Vessels was held in Castine at the Maine Maritime Academy on July 25, 26, and 27, 1984 with attendance at 167. The Chief Inspector served as team member on the U.S. Department of Education's review of EMVTI welding program for the 1985 Secretary's Award for outstanding programs.

The Chief Inspector has been appointed to the American Society of Mechanical Engineers, Boiler, and Pressure Vessel Code Committee which provides input from Maine into the code making process and a direct source of information from the latest technical development.

The change in the elevator inspection frequency and provision for follow up inspections has been effective in having corrected those unsafe conditions found in the elevator inspection program. The change also provided the time to build a more effective tramway inspection program, reported accidents have noticeably decreased in the past year.

The Division developed two new Stationary Engineers examinations. Coordination between the Adult Educational programs at schools and the Division has been developed for boiler operator and stationary engineers examinations.

Plans for the coming year are to conduct another three day seminar at Maine Maritime Academy with expected attendance of 300. A boiler and pressure vessel newsletter is being developed which is intended to open communication lines and inform owners, engineers, and repair companies of rule changes and technical developments. The recent rule adopted by the Boiler Board requiring operators of boilers having capacities of 5000lb/hr or less to be licensed necessitates the development of procedures to examine these operators for limited licenses. A survey is planned to determine if a seminar for tramway operation is warranted, if so, the work to arrange the seminar will be started. Review of the welder qualification procedure will be conducted and changes to the procedure made.

Pertinent statistics for the fiscal year ending June 30, 1985 are as follows:

Boilers: approximately 3,000 in Maine are covered by The Statutes

Insurance Company Inspection Reports	3,312
State Inspector Boiler Reports	261
Boiler Certificates Issued	3,023
Boiler Inspector Examinations	4
Boiler Inspector Certificates Issued	16
Welder Certificates Issued New/Reissue	958
Weld Tests Examined	289
Engineer and Operator Examinations	516
Engineers Licenses Issued	564
Operators Licenses Issued	839
National Board Shop Surveys	8

Total Income	$41,514.50	
	565.48	
	$42,079.98	
Boiler Codes		383.00
Boiler Travel		182.48
		$565.48

Elevators and Tramways: approximately 1,800 in Maine are covered by The Statutes

Tramway Certificates Issued	60
Tramway Inspection Reports	76
Wire Rope Inspection Reports	63
Tramway Plans Approved	0
Elevator Certificates Issued	1510
Elevator Inspection Reports	1881
Safety Test Reports	522
Elevator Plans Approved	58
New Elevators Installed	60
Elevator Mechanics Licenses Issued	84
Elevator Mechanics Exams Given	8
Escalator Reports	3
Manlift Reports	7
Vertical Lift Reports	6
Vertical Lift Plans Approved	1
Incline Lift Reports	26
Incline Lift Plans Approved	1
Incline & Vertical Certificates Issued	23
Total Income	$74,080.75
Elevator Codes (30)	121.70
Elevator Travel	786.95
Total	$74,989.40

Industrial Safety Division. The Division is responsible for enforcing the Rules and Regulations adopted by the Occupational Safety and Health Board in the Public Sector. It also enforces legislative Rules and Regulations in both the Public and Private Sectors. The Division consists of 10 compliance officers, 5 clerical personnel and a division director.

Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Industrial Safety Division visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivision. Citations requiring corrections were issued when violations of the regulations were found.

In addition to enforcement inspections, the Division also made upon request courtesy inspections or consultative visits with private employers to help them in compliance with Federal OSHA requirements.

A 7-C-1 Consultation Contract with the Federal Occupational Safety & Health Administration was signed in October, 1978. Under this program 4 State Compliance officers have been

assigned to conduct consultative inspections for private industry upon request. The purpose of the program is to inspect, issue citations, and consult without penalties so that conditions may be corrected prior to an enforcement inspection by the Federal Compliance officers.

The compliance officers also enforce the Chemical Substance Bill in both the Public and Private Sectors.

A training contract was signed with the Mine Safety and Health Administration which became effective January 1, 1984. The purpose of this program is to train employers and employees involved in sand, gravel, and milling operations.

Seminars. During the year, the division provided speakers for group meetings, conducted safety programs and, in cooperation with the Maine Safety Council, participated in other safety programs. The Division also sponsored the annual Maine State Safety Conference.

The pertinent statistics for FY 85 are as follows:

Total Number of Calls	2,064
State Agency	483
Municipality	913
School District	163
County	33
Water/Sewer District	124
Private	42
7-C-1 Consult	306
Citations	4,483
MSHA Training	692

LICENSES, PERMITS, ETC.:

Boiler Inspection Certificates
Boiler Inspectors Certificate of Authority
Boiler Operators License
Boiler Engineer License
Welders Certificate of Qualification
Elevator Inspection Certificate
Tramway Inspection Certificate
Elevator Inspectors Certificate of Authority
Tramway Inspectors License
Wire Rope Inspector Qualification
Elevator Mechanics License
Registration: Bedding & Stuffed Toys
Permit: Learner Permit for Sub-minimum Wages, Handicapped Workers, Employment of Minors.

PUBLICATIONS:

Maine Labor Laws—available at $5.00 per copy
Guide to Maine Minimum Wage Law, BL No. 62 Rev. 12 (free)
Maine Labor Laws Specifically Applicable to Youth, BL No. 477 (free)
Hazardous Occupations and Operations Subject to a Minimum Age of 18 Years, BL No. 1 Rev. 4 (free)
Bedding; Upholstered Furniture Law, BL No. 39 (free)
Stuffed Toy Law, BL No. 450 (free)
Work Permits and Certificates of Age, BL No. 35, Rev. 8 (free)
Boiler Rules and Revised Boiler Law ($1.00)
Elevator and Tramway Rules of Maine ($4.00)
Census of Maine Manufacturers, annual, free, mailing list maintained
Characteristics of Work-Related Injuries and Illnesses in Maine, annual, free, mailing list maintained.
Directory of Maine Labor Organizations, annual, free, mailing list maintained.
Occupational Injuries & Illnesses in Maine, annual, free, mailing list maintained.
Labor Relations in Maine, annual, free. mailing list maintained.
Maine Construction Wage Rates, annual, free, mailing list maintained.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LABOR STANDARDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	958,625	769,104	48,444		141,077	
Health Benefits	52,633	40,307	2,851		9,475	
Retirement	154,259	123,942	8,198		22,119	
Other Fringe Benefits	4,352	3,523	180		649	
Computer Services—State	6,869	2,640			4,229	
Other Contractual Service	195,907	138,287	6,744		50,876	
Rents	12,967	258			12,709	
Commodities	15,174	8,344	3,430		3,400	
Grants—Subsidies—Pensions	109,148		109,148			
Equipment	37,122		30,761		6,361	
Transfers to Other Funds	12,071		2,630		9,441	
TOTAL EXPENDITURES	1,559,127	1,086,405	212,386		260,336	

MAINE LABOR RELATIONS BOARD

PARKER DENACO, EXECUTIVE DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2015
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 180; *Citation:* 26 M.R.S.A., Sect. 968
Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: The Maine Labor Relations Board was established to further harmonious labor-management relations through the efficient administration of Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, the University of Maine Labor Relations Act, the Judicial Employees Labor Relations Act and the Panel of Mediators.

The Board is responsible for administering unit determination hearings, and appeals therefrom, under the Municipal Public Employees Labor Relations Act (PELRA), the State Employees Labor Relations Act (SELRA), the University of Maine Labor Relations Act (UMLRA), and the Judicial Employees Labor Relations Act (JELRA). After units have been determined and filed with the Board, the Board is then responsible for conducting representation elections to name the bargaining agent for the various bargaining units under all four Acts. The PELRA, SELRA, UMLRA, and JELRA create impasse-resolution procedures which are administered by the Board and consist of mediation, fact finding, interest arbitration and, in the case of judicial employees, an option for mediation-arbitration.

The Board and its Executive Director are responsible for the administration and assignment of members to the Panel of Mediators. This applies to both public and private sector; however, the impasse resolution procedures of fact finding and interest arbitration are limited to the public sector under the PELRA, SELRA, UMLRA, and JELRA. In the event employees seek to terminate bargaining agent status, the Board is responsible for conducting a decertification election under the PELRA, SELRA, UMLRA, and JELRA. As of October 1, 1976, amendments to the UMLRA included employees of the Maine Maritime Academy. A bargaining agent election will be conducted for the first organized bargaining unit at the Academy in September, 1985. County employees were extended collective bargaining rights under PELRA pursuant to legislation enacted by the 110th Legislature in the fall of 1981 while judicial department employees were covered under the recently enacted Judicial Employees Labor Relations Act which became effective July 25, 1984.

Unfair labor practices, referred to as 'prohibited acts,' in the PELRA, SELRA, UMLRA, and JELRA are the Board's responsibility to adjudicate when alleged violations have occurred. Subordinate to the foregoing statutory functions of the Board is an education and information function intended to familiarize practitioners with the provisions of the PELRA, SELRA, UMLRA, and JELRA and to advise them of the rules and procedures employed by the Board.

ORGANIZATION: The Maine Labor Relations Board (MLRB) was first established as a Public Employees Labor Relations Board in 1972. Prior to the existence of the Board, the Municipal Public Employees Labor Relations Act of 1969 was administered by the Commissioner of Labor and Industry, but governmental reorganization in 1972 terminated this relationship. In 1975 the Board became the Maine Labor Relations Board and acquired responsibility for administering the Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, and the Panel of Mediators. In 1976 statutory amendments required the Board to administer the University of Maine Labor Relations Act as of July 1, 1976, and amendments covering employees of the Maine Maritime Academy as of October 1, 1976. Bargaining rights were extended to county employees in September of 1981 and to judicial department employees in July of 1984. Restructuring of the Department of Labor and Industry to the Bureau of Labor in 1975 was commensurate with the formation of the Maine Labor Relations Board. The MLRB initially consisted of three members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chairman. These members, and their alternates (provisions for whom provisions were made in subsequent legislation), are appointed by the Governor and serve for terms of four years.

PROGRAM: The municipal sector remains the most diversified and most active of all sectors requiring services from the Maine Labor Relations Board. During FY 85, voluntary agreements relative to bargaining units were received from 27 public entities in spite of the fact that organizational efforts have saturated much of the municipal-educational and state sectors. Likewise, unit determination or clarification petitions were received from 31 public entities during FY 85. This latter figure represents a 12.4% increase from unit determination/clarification filings in the previous fiscal year.

The single largest increase in demand for services resulted from bargaining agent election requests filed in FY 85. These increased 81% from the prior fiscal year representing 56 requests: 41 election requests, 11 certification/decertification petitions and 4 petitions for decertification only. The foregoing petitions involved 39 communities and public entities and reflect a 28% decrease from the prior fiscal year relative to decertification election requests.

Mediation requests jumped by 18% to 85 requests during FY 1985. The success rate for matters which had completed the mediation process during the fiscal year reached a peak of 82%, higher than any other settlement rate since such statistics have been maintained. It surpassed the 71% settlement rate reached in FY 84 and the prior record of 73% in FY 83. This extraordinary settlement rate at the mediation level is in part responsible for the 31% decrease in fact-finding requests during FY 85.

While prohibited practice complaints filed with the Board dropped by 33% during FY 85, processing of such complaints continues to be one of the most time consuming activities of the Board. Typically this area of the Board's jurisdiction involves both the Board and its staff in the details of docketing, arranging hearings before Board members, processing pre-hearing conferences, arranging for hearing locations, scheduling post-hearing memoranda, meeting for deliberation of cases, research, and preparation involved with the decisions themselves.

The 1985 session of the 112th Legislature enacted several measures affecting the operations of the Board. "An Act to Extend the Maximum Length of Agreements in the University of Maine Labor Relations Act from 2 Years to 3 Years" became Chapter 6 of the Public Laws of 1985 and amends 26 M.R.S.A. § 1026(1)(D). "An Act Amending the Municipal Public Employees Labor Relations Act to Provide for Newly Recognized or Certified Bargaining Agent to Bargain Fiscal Matters within 120 days of Conclusion of Current Fiscal Operating Budget" became Chapter 46 of the Public Laws of 1985 and amends 26 M.R.S.A. § 965 in order to permit an exception to the 120 day rule for newly-formed bargaining units which are recognized or certified not more than 120 days nor less than 30 days prior to the end of the fiscal year of the public employer.

"An Act Relating to Collective Bargaining over the Compensation System for State

Employees" became Chapter 289 of the Public Laws of 1985 and amended 26 M.R.S.A. § 979(D). It includes the obligation to bargain over certain portions of the compensation system such as guide charts, job point pay grade conversion tables, the number of and spread between pay steps, and the temporary payment of recruitment and retention stipends; however, mandatory bargaining over such topics may not be compelled by demand from one party or the other sooner than ten years after the parties' last agreement to revise the compensation system. "An Act to Amend the Law Relating to Employment and Dismissal of County Employees" became Chapter 292 of the Public Laws of 1985 and amends 30 M.R.S.A. § 64-A, sub-§ 3. It provides that county employees may be dismissed by a county officer or department head only for cause and only with the prior approval of the county commissioners or personnel board.

Given these activities, new legislation, and the growing sophistication of the parties relative to the delineation of issues and the bargaining process, the Board expects that its clientele will continue to look to it to assist them in developing labor relations policy and in creating and maintaining an effective labor-management relationship in the Maine public sector. Trends noted in this program are expected to continue, the demand for mediation services is expected to remain high, and the issues submitted to the Board for determination through prohibited practice complaint proceedings are expected to retain a sophistication representative of the issues referred to the Board for resolution.

PUBLICATIONS:

The Municipal Public Employees Labor Relations Act
The State Employees Labor Relations Act
The University of Maine Labor Relations Act
The Judicial Employees Labor Relations Act
The Rules and Procedures of the Maine Labor Relations Board

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LABOR RELATIONS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	181,114	181,114				
Health Benefits	8,209	8,209				
Retirement	31,664	31,664				
Other Fringe Benefits	734	734				
Computer Services—Comm.	5,553	5,553				
Computer Services—State	999	999				
Other Contractual Service	31,321	31,321				
Rents	1,009	1,009				
Commodities	2,722	2,722				
TOTAL EXPENDITURES	263,325	263,325				

MAINE JOB TRAINING COUNCIL

PETER STEAD, CHAIR
NEAL W. ALLEN, EXECUTIVE DIRECTOR

Central Office: 283 State Street, Augusta *Telephone:* 289-2686
Mail Address: Statehoue Sta. #82, Augusta, Maine 04333

Established: February 25, 1983

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 158J; *Citation:* Exec. Order 9, FY 83

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The major responsibilities of the Maine Job Training Council, as mandated by Public Law 97-300 (The Job Training Partnership Act) and established by Executive Order are broken into three areas:

(1) Advisory
Develop and recommend policy for employment and training activities on a state-wide basis.

(2) Coordination
Coordinate activities and linkages with other state agencies and private industry.

(3) Review
Review and certify local job training and job service plans and make recommendations on these and other plans to the Governor.

ORGANIZATION: The Maine Job Training Council, authorized by the Job Training Partnership Act of 1982 and by Executive Order 9 FY 82/83, is a 25-member advisory group appointed by the Governor. Membership encompasses representation of the private sector, the legislative, state and local government, local education, organized labor, community organizations, the JTPA—eligible population and the general public.

The Council and its Committees—Executive, State Programs, SDA and Performance Standards—meet frequently throughout the year to formulate job training policy recommendations to the Governor. The Council director reports to the Commissioner of Labor.

PROGRAM:

Recommendations: The first program year of JTPA (7/1/84-6/30/85) saw the Maine Job Training Council taking a more active role in employment and training programs on a statewide basis. The Council accepted more responsibility for planning and program operation thus fulfilling its role as mandated by law.

Plan Review and Certification: The Council reviewed the respective plans of the JTPA Service Delivery Areas, Job Service and State JTPA programs and certified them in accordance with criteria set by the Council.

Public Meetings: The Council held six public meetings during the fiscal year to receive comments regarding the future directions of employment and training activities.

Long-term Work Plan: The Council continued to work on a long term plan for employment and training services in the state. Along with this, planning for the next funding biennium has begun.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Bureau of Employment and Training Programs.

PANEL OF MEDIATORS

PARKER A. DENACO, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-2016
Mail Address: Statehouse Sta. #90, Augusta, Maine 04333
Established: 1976 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 187; *Citation:* 26 M.R.S.A., Sect. 892
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Panel of Mediators was established to assist in effectuating the public policy of the State of Maine to provide a full and adequate facility for the settlement of disputes between employers and employees or their representatives and other disputes subject to settlement through mediation. Mediation procedures, as provided in the statute, shall be followed whenever either party to a controversy requests such services and the Maine Labor Relations Board or its Executive Director finds that the dispute is subject to settlement through mediation and that it is in the public interest to mediate.

ORGANIZATION: The Panel of Mediators, originally established in 1951, came under the administrative auspices of the Public Employees Labor Relations Board in 1973, at which time the number of members on the Panel was incresed from the previous figure of five to consist of not less than five nor more than ten impartial members appointed by the Governor for terms of three years. There are currently eight appointees to the Panel of Mediators.

PROGRAM: In FY 85, 85 new mediation requests were processed by the Maine Labor Relations Board on behalf of the Panel of Mediators. This number reflects an increase from the 72 cases filed in FY 84 and continues to reflect the acceptance of this dispute resolution device by the labor relations community. As in past years, members of the Panel achieved major accomplishments in assisting public sector parties reach accord in labor contract negotiations. While the contracts for university and state employees involve collective bargaining for large units, the most frequent use of mediation services continues to be in the municipal and school sectors. During FY 85 the Panel of Mediators received requests for services with respect to 57 communities, public entities, and private enterprises. They attained an extraordinary settlement rate of 82% which surpassed settlement rates of 71% and 73% in FY 84 and FY 83, respectively.

FINANCES, FISCAL YEAR 1985: 26 MRSA, Sec. 965, Sub-section 2, ¶C provides that expenditures of this unit, which amounted to $20,215 in FY 85, shall be borne by the Maine Labor Relations Board and are, therefore, included in its financial display.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

PATRICIA McDONOUGH, CHAIRPERSON
GERARD BILODEAU, EXECUTIVE DIRECTOR

Central Office: Stevens School Admin. Bldg., Hallowell *Telephone:*
Mail Address: Statehouse Sta. #71, Augusta, Maine 04333

Established: August, 1978 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 184; *Citation:* 26 M.R.S.A., Sect. 1452

Average Count—All Positions: 4 *Legislative Count:* 0

PURPOSE: The MOICC was established to coordinate and support the development, maintenance and operation of a comprehensive career, occupational and economic data-based system, and to promote communication, coordination, and cooperation among those agencies responsible for vocational education, and employment and training programs, as well as for economic development activities, through the use of the system. The One Hundred and Twelfth Legislature, in its first regular session, also called upon the MOICC to facilitate the use of career and occupational information through promotion and support of career education programs and activities in both school and nonschool settings.

ORGANIZATION: The MOICC was created through the Federal Education Amendments of 1976. Its mandate was subsequently broadened through the enactment of the Youth Employment and Demonstration Projects Act of 1977, the Career Education Incentive Act of 1977, and the Comprehensive Employment and Training Act, as amended in 1978. Executive Orders by Governors Longley and Brennan signed in 1978 and 1979 further mandated the establishment of the Committee. In May, 1982 the Governor signed into law a bill statutorily establishing the MOICC, and designating its membership. The statutory members consisted of the Commissioners of the Departments of Labor, Educational and Cultural Services, and Human Services, and the Director of the State Development Office. In accordance with the provisions of the Carl Perkins Federal Vocational Education Act, the One Hundred and Twelfth Legislature expanded the MOICC's membership to include the chairpersons of the State Board of Education and the Maine Job Training Council, and also required that the Director of the State Planning Office be on the Committee. Although not prescribed in the law, two advisory committees, the Steering Committee and Technical Advisory Committee, have been retained as part of the overall structure of the MOICC. The law also designates the Commissioner of the Department of Labor as the Committee's Chairperson. Under both Federal and State law, the intent is not to make the MOICC a data collection or generation agency, but rather, to coordinate the development and maintenance of a comprehensive career, occupational, and economic data-based system of information built upon existing sources of data to meet the common needs of the member agencies.

PROGRAM: During FY 85, the Career Information Delivery System (CIDS) served approximately 40,000 individuals at 100 sites throughout the State. The majority of the sites were secondary schools, but other sites include the campuses of the University of Maine, JTPA Service Deliverers, selected Vocational Rehabilitation sites, a youth correctional institution, and Vocational-Technical Institutes. In addition, other career information products were distributed to well over 150 elementary and junior high schools throughout the State. The computerized version of CIDS consists of various cross-referenced data files containing information on educational institutions, occupational descriptions and trends, military training opportunities, and financial aid. The information in all the files is national, state, and local in scope.

The computerized Occupational Information System, containing occupational supply, demand and related information, which was developed by the MOICC in 1983 to serve vocational administrators and planners, continued to be used by the Bureau of Vocational Education in planning programs attuned to labor market trends. The Maine Economic Development Data System, designed and implemented jointly by the MOICC and the State Development Office in 1984, continued to be utilized by SDO to meet its economic development information needs.

This system contains information on industrial parks, available manufacturing space, population, labor force, transportation services, municipal facilities, as well as a very wide range of other data of interest to economic development officials.

In late spring of 1985, the MOICC put into operation a computerized tourist information system in collaboration with the Tourist Information Division of the State Development Office. This system represents another step by the MOICC to respond to the economic development needs of the State, as well as to its legislative mandate. The system, which is in its first phase of development and implementation, currently contains information on tourist services, attractions and facilities located throughout the State.

As part of its services, the MOICC in FY 1985 continued the operation of the Work Education Resource Center. The Center, located at the MOICC office in Hallowell, contains the most extensive collection of career education and information materials in the State. The publications and materials at the Center were made available on a loan basis to over 80 schools and agencies throughout the course of the year.

In the closing week of fiscal 1985, the MOICC, with the Maine Career Education Consortium, jointly sponsored the seventh annual Career Education/Career Information Conference. This week-long event brings together teachers and counselors from all over the State to discuss topical issues relating to career education and career counseling, to review the latest technological and other developments in this field, and to listen to speakers who have a great deal of expertise and are noted for their achievements in various related areas.

PUBLICATIONS:

The Work/Education Quarterly—No Fee
The CIDS Secondary Education Guide—Fee: $15.00
The CIDS Vocational Rehabilitation Guide—Fee $15.00
The CIDS Employment and Training Guide—Fee $15.00

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	98,225	67,377			30,848	
Health Benefits	4,907	4,002			905	
Retirement	16,909	10,564			6,345	
Other Fringe Benefits	454	309			145	
Computer Services—State	33,330	32,983	347			
Other Contractual Service	157,745	92,703	53,561		11,481	
Rents	243				243	
Commodities	9,129	6,516	1,469		1,144	
Grants—Subsidies—Pensions	100,293	87,293	12,000		1,000	
Buildings and Improvement	3,092	3,092				
Equipment	18,216	11,704	6,512			
Transfers to Other Funds	3,958		2,280		1,678	
TOTAL EXPENDITURES	446,501	316,543	76,169		53,789	

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

VACANT, CHAIRMAN
LESTER C. WOOD, Director, Industrial Safety Division

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta 04333
Established: 1975 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 179; *Citation:* 26 M.R.S.A., Sect. 564
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board was established to formulate and adopt reasonable rules and regulations for safe and healthful working conditions in places of public employment provided by the State, state agency, county, municipal corporation, school district or other public corporation or political subdivision.

The rules and regulations so formulated must conform as far as practicable with nationally recognized standards of occupational safety and health. A public hearing must be held after suitable notice has been published prior to the adoption of regulations.

ORGANIZATION: The Board of Occupational Safety and Health was appointed by the Governor in 1976. There are 10 members appointed for 4 year terms.

The Division of Industrial Safety is empowered to enforce the rules and regulations adopted by the Board.

PROGRAM: Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Division of Industrial Safety visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivisions. Citations requiring corrections were issued when violations of the regulations were found.

Two (2) Board meetings were conducted during the year.

PUBLICATIONS:

Safety and Health Standards (free)

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

MAINE UNEMPLOYMENT INSURANCE COMMISSION

GERARD P. CONLEY, CHAIRMAN

Central Office: 175 Lancaster Street, Portland *Telephone:* 774-0427
Mail Address: 175 Lancaster Street, Portland, Maine 04101
Established: 1936 *Sunset Review Required by:* June 30, 1987
Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 172; *Citation:* 26 M.R.S.A., Sect. 1081
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Maine Unemployment Insurance Commission was established to hear higher authority appeal cases involving disputed claims for unemployment compensation benefits. The Commission may amend or rescind rules, require reports, make investigations, and take other

actions as necessary or suitable.

ORGANIZATION: The Maine Unemployment Insurance Commission consists of three members; a representative of labor; a representative of employers; and a representative of the general public who is the chairman of the Commission. The three members are appointed by the Governor, subject to review by the Joint Standing Committee on Labor and to confirmation by the Senate, and hold office for a term of six years.

PROGRAM: The Unemployment Insurance Commission conducted adjudicated hearings in all parts of the State in FY 85. The Commission traveled to 16 separate local unemployment offices in an attempt to minimize travel difficulties that might prevent claimants and employers from pursuing their rights to a fair hearing. In addition, the Commission also introduced telephone hearings into its hearing procedures. Consequently, cases may be heard in a more timely fashion in areas of the State where caseloads warrant only infrequent visits. More importantly, through the use of telephone hearings, split hearings are avoided and both parties are able to have direct confrontation.

By far, the largest number of cases that come before the Commission during the fiscal year were disputed unemployment benefit appeals. The Commission also must consider waiver of overpayment requests pursuant to 26 M.R.S.A., 1051, 5. Also, the Commission has held hearings for tax offsets, under 36 M.R.S.A., Section 5276, A.

In accordance with 26 M.R.S.A., Section 1044.2, the Commission must also consider attorney fees charged to claimants and fees paid by the Bureau as a result of Court action. Another major responsibility of the Commission is considering Unemployment Tax Assessment appeals. Further, the Commission, pursuant to 26 M.R.S.A., Section 1251, 1, has the responsibility to determine, after public hearing, the seasonality periods of seasonal industries.

In addition to its adjudicatory duties, the Commission, in accordance with 26 M.R.S.A., Section 1082, 2 may adopt, amend or rescind rules and regulations which govern Employment Security matters.

Looking toward FY 86, the Commission anticipates an increased demand in its adjudicatory function and the need to promulgate new regulations in several areas.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Department of Labor, Bureau of Employment Security.

MINIMUM WAGE RATE ON CONSTRUCTION PROJECTS BOARD

CHAIRMAN (Vacant)
WILLIAM A. PEABODY, Division Director, Research & Statistics

Central Office: State Office Bldg., Augusta; *Floor:* 7 *Telephone:* 289-3331
Mail Address: Statehouse Sta. #45, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1987

Reference: Policy Area: 04; *Umbrella:* 12; *Unit:* 182; *Citation:* 26 M.R.S.A., Sect. 1307

Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The Bureau of Labor Standards was delegated by law, and the Research and Statistics Division was assigned the responsibility of collecting wage data from construction firms of five or more employees. The data collected is used to predetermine the minimum wage rate for construction occupations on State projects. These wages are then inserted in the specifications for each construction project awarded by a State agency and containing $10,000 or more of State money. Any person objecting to the minimum wage established may appeal to the Board by filing a written notice within ten days of the date that the wage determination was filed. The

purpose of the Board is to hear the appeal and to render a decision whether to affirm, revise, or amend the determination as filed by the Director of the Bureau of Labor Standards.

ORGANIZATION: The Minimum Wage Rate on Construction Projects Board consists of 5 members, 4 of whom are appointed by the Governor, to serve at the will and pleasure of the Governor. The Governor, in making his appointments, must name one from labor engaged in the building trades, one from labor engaged in the highway and heavy construction trades, one from the highway and heavy contractors, one from the building contractors and the Director of the Bureau of Labor Standards serves as a public member. The term of each member shall be for a period of 4 years. The members of the board serve without compensation.

PROGRAM: The statistics for FY 85 are as follows:

Wage Determinations	200
Appeals Heard	0
Wage Investigations	None

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor Standards.

LAND CLASSIFICATION APPEALS BOARD

KENNETH L. CROSS, CHAIRMAN

Central Office: State Office Bldg., Augusta; *Floor:* 5 *Telephone:* 289-2076
Mail Address: Statehouse Sta. #24, Augusta, Maine 04333
Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 323; *Citation:* 36 M.R.S.A., Sect. 841B
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Land Classification Appeals Board was established to hear appeals on decisions of municipal tax assessors, chief assessors, and the State Tax Assessor acting as assessor of the Unorganized Territory relating to the Tree Growth Tax Law, and the Farm and Open Space Tax Law.

The board has the authority to review, hold hearings and amend or reaffirm appealed assessments on forest land, farmland, or open space land following written notice by an aggrieved taxpayer. Board decisions may be appealed to the Superior Court.

ORGANIZATION: The Land Classification Appeals Board was established in 1977 and is comprised of the following: the Commissioner of Finance and Administration or his designee, who shall serve as chairman of the board; the Commissioner of Conservation or his designee; the Commissioner of Agriculture or his designee; the persons who were serving on the Forest Land Valuation Advisory Council as the landowner member and the municipal member.

This board has replaced the Forestry Appeals Board.

PROGRAM: The Board was formally organized in FY 78, and has reviewed four (4) cases during FY 85.

FINANCES, FISCAL YEAR 1985: 36 MRSA Section 841B provides that expenditures of this unit, which amounted to $900 in FY 85, shall be borne by the Bureau of Taxation and is, therefore, included in its financial display.

LEGISLATURE

CHARLES P. PRAY, PRESIDENT OF THE SENATE
JOHN L. MARTIN, SPEAKER OF THE HOUSE

Central Office: Statehouse, Augusta, *Floor:* 3 *Telephone:* Senate 289-1540
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333 House 289-1400

Established: 1820

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 260; *Citation:* Maine Constitution, Article IV

Average Count—All Positions: 39 (non-session), 105 (during session)
Legislative Count: 58

Organizational Units:

Senate
House of Representatives
Legislative Council
(Office of) Legislative Administrative Director
(Office of) Director of Legislative Research
(Office of) Legislative Finance Officer
(Office of) Legislative Assistants
Law and Legislative Reference Library

PURPOSE: "To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States."

Maine Constitution, Article IV,
Part Third, Section I

ORGANIZATION: The present organization of the Legislature of Maine is determined largely by the Constitution of Maine, by Maine Statutes, and by the legislative rules. At present, the Senate consists of 35 members, each of whom is elected from a single member district; and the House of Representatives consists of 151 members, each of whom is elected from a single member district. The Legislature is organized into 18 Joint Standing Committees by joint rule, and is also organized into a number of select committees. Current Joint Standing Committees are: Agriculture, Appropriations and Financial Affairs, Audit and Program Review, Business and Commerce, Education, Energy and Natural Resources, Fisheries and Wildlife, Human Resources, Judiciary, Labor, Legal Affairs, Local and County Government, Marine Resources, Utilities, State Government, Taxation, Transportation, and Aging, Retirement, and Veterans.

PROGRAM: The 112th Legislature met in its first regular session from December 5, 1984 to June 20, 1985.

During this session the Legislature considered 1660 legislative documents, including bills, resolves, constitutional resolutions, new drafts and initiated bills. The Legislature also considered 847 proposed amendments to various legislative documents. Eighty-eight joint orders and resolutions were introduced during the session. 642 bills were chaptered into law.

PUBLICATIONS:

Legislature, State of Maine: Senate and House Registers.

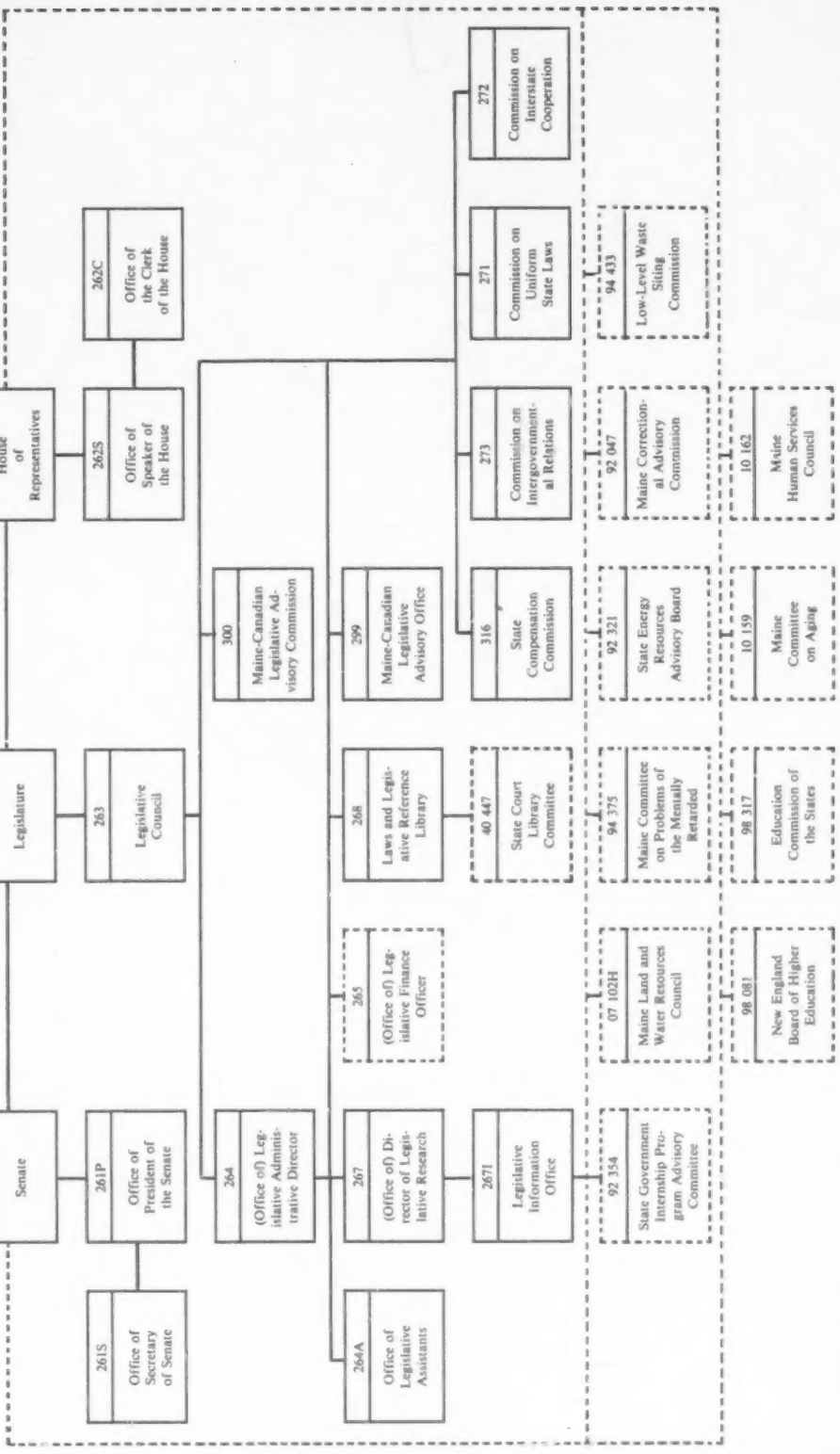
Contains the State Constitution, Joint, Senate and House Rules, a Directory of Senators and Representatives, committee assignments and memoranda. (Prepared by the Secretary of the Senate and the Clerk of the House.)

FINANCES, FISCAL YEAR 1985: The expenditures of this unit, are by administrative decision, included with those of the Legislative Council.

Charles P. Pray
President of the Senate

John Martin
Speaker of the House
of Representatives

ORGANIZATIONAL CHART
LEGISLATIVE DEPARTMENT
UMB 30


261 Senate
261P Office of President of the Senate
261S Office of Secretary of Senate
260 Legislature
262 House of Representatives
262S Office of Speaker of the House
262C Office of the Clerk of the House
263 Legislative Council
264 (Office of) Legislative Administrative Director
264A Office of Legislative Assistants
265 (Office of) Legislative Finance Officer
267 (Office of) Director of Legislative Research
268 Laws and Legislative Reference Library
271 Commission on Uniform State Laws
272 Commission on Interstate Cooperation
273 Commission on Intergovernmental Relations
299 Maine-Canadian Legislative Advisory Office
300 Maine-Canadian Legislative Advisory Commission
316 State Compensation Commission
40 447 State Court Library Committee
2671 Legislative Information Office
92 334 State Government Internship Program Advisory Committee
07 102H Maine Land and Water Resources Council
94 375 Maine Committee on Problems of the Mentally Retarded
92 321 State Energy Resources Advisory Board
94 433 Low-Level Waste Siting Commission
92 047 Maine Correctional Advisory Commission
98 082 New England Board of Higher Education
98 317 Education Commission of the States
10 159 Maine Committee on Aging
10 162 Maine Human Services Council

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
LEGISLATIVE DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,841,187	3,752,756	88,431			
Health Benefits	232,100	231,408	692			
Retirement	544,877	526,625	18,252			
Other Fringe Benefits	10,605	9,942	663			
Computer Services—State	62	62				
Other Contractual Service	3,646,275	3,646,275				
Rents	171,663	171,663				
Commodities	111,840	111,840				
Grants—Subsidies—Pensions	62,330	62,330				
Equipment	351,597	351,597				
TOTAL EXPENDITURES	8,972,536	8,864,498	108,038			

SENATE

CHARLES P. PRAY, PRESIDENT OF THE SENATE
JOY J. O'BRIEN, Secretary of the Senate

Central Office: Statehouse, Augusta; *Floor* 3 *Telephone:* 289-1540
Incoming WATS—SESSION ONLY—1-800-423-6900
Mail Address: Statehouse Sta. #3, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part Second

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 261; *Citation:* Maine Constit., Art. IV, Part 2 Sec. 1-8

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The Senate is the upper chamber of the Maine Legislature, and serves as the final confirming body of all bills passed before they are sent to the Governor.

Under Article IV, Part Third, Section 9 of the Constitution of Maine, the Senate may originate all bills except those proposed for the purpose of raising revenue; it may, however, amend bills for the raising of revenue, provided that the amendment is not in fact used to introduce a new bill for the raising of revenue.

Under Article IV, Part Second, Section 7, the Senate is empowered to try all impeachments.

The Senate is the sole judge of the qualifications of its members; it maintains sole authority to punish or censure its own members; it has the power to imprison persons who are not Senators for contempt; it determines its own rules for Senate proceedings; and it maintains a permanent journal of its own proceedings.

By Constitutional Resolution, passed during the First Regular Session of the 107th Legislature and adopted by the Voters in November, 1975, the Senate is empowered to confirm all gubernatorial nominations requiring Legislative approval and formerly confirmed by the Executive Council.

ORGANIZATION: The Senate as a Constitutional body, has remained constant in its form of organization since its establishment in 1820.

As defined under Article IV, Part Second, Section 1 of the Constitution, the Senate shall consist of an odd number of Senators not less than 31 and not more than 35. Each Senator is elected for a term of two years, with no limitation placed on the number of terms he or she may serve. A Senator must be a citizen of Maine for at least one year and must be a resident of the district for at least 3 months prior to his election; he must be at least 25 years of age at the time of election; and he must continue to reside within the district during his term.

The Constitution requires that the Senate be reapportioned every 10 years, by the Senate itself or, if the Senate fails to do so within the required time, by the Maine Supreme Judicial Court. As a result of the 1983 Reapportionment Plan, passed by the Senate on March 30, 1983 and signed by the Governor on March 31, 1983, the Senate which was elected in 1984 comprised 35 members, each representing districts of approximately 32,000 citizens.

The Senate elects a President, who presides over all its proceedings; a Secretary, who serves as chief administrative officer, and an Assistant Secretary. The two major political parties in the Senate each elect their own leaders and assistant leaders, who, by statute (3 M.R.S.A., Section 168) are permitted to hire their own staff assistants.

PROGRAM: The Senate convened for its First Regular Session of the 112th Legislature on Wednesday, December 5, 1984. During its first Regular Session, the Senate considered 1,660 Legislative Documents, 13 Constitutional Amendments, 1 Initiated Bill, and 36 Senate-sponsored Joint Orders. In addition it considered and confirmed 40 gubernatorial appointments to various Boards and Commissions. On Thursday, June 20th, 1985, the Senate adjourned Sine Die, having extended one legislative day.

The First Confirmation Session was convened on Thursday, August 29, 1985, for the purpose of acting upon various Joint Standing Committee recommendations on gubernatorial nominations. The Senate adjourned Sine Die on the same day.

The Second Regular Session of the Legislaure will convene on the first Wednesday, January

8, 1986.

The Legislature in case of emergency may, by a vote of ⅔ of the members of each House present and voting, extend the date for adjournment for the First or Second Regular Session by no more than 5 legislative days and in case of further emergency, may by a vote of ⅔ of the members of each house present and voting, further extend the date for adjournment by 5 additional legislative days. The times for adjournment for the First and Second Regular Sessions may also be extended for one additional legislative day for the purpose of considering possible objections of the Governor to any bill or resolution presented to him/her by the Legislature under the Constitution, Article IV, Part Third, Section 2.

PUBLICATIONS:

Senate Advance Journal and Calendar (Available daily whenever the Senate is in session, free of charge.)

Legislative Public Hearing Schedule (Available weekly during regular sessions, free of charge.)

Legislative Record (Horseblanket); (A complete record of legislative action, including debates, available free of charge.)

Senate and House Register (Published biennially; lists all legislators and their addresses; Senate, House and Joint Rules; Committees; Staff; Press; and includes the Constitution of Maine.)

Maine State House and Maine Senate Chamber (Available free of charge.)

How a Bill Becomes a Law" (Available free of charge -- printed in conjunction with the League of Women Voters.)

"This is Your Legislature" (Available free of charge — printed in conjunction with the League of Women Voters.)

Presidents of the Senate of Maine from 1820 (Mundy—$12.00 and $6.00, plus postage.)

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

HOUSE OF REPRESENTATIVES

JOHN L. MARTIN, SPEAKER OF THE HOUSE
EDWIN H. PERT, Clerk of the House

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-1400
Mail Address: Statehouse Sta. #2, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part First

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 262; *Citation:* Maine Constit., Art. IV, Part First

Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The House of Representatives is the lower house of the Maine Legislature.

The House of Representatives has, by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue, and, by Article IV, Part First, Section 8 of the Maine Constitution, has the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules of House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

ORGANIZATION: The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820.

The House of Representatives consists of 151 members elected from single member districts for terms of 2 years with no limitation upon the number of terms which a Representative can serve. A Representative must be a citizen of the United States for at least 5 years prior to the election, have been a resident of Maine for at least one year, have been a resident of his election

district for 3 months prior to his election and continue to be a resident of that district during his term and be 21 years of age when he is elected.

The Constitution of Maine requires that the House of Representatives be reapportioned by the House itself or, if this is not done within the required period of time, by the Supreme Judicial Court. In March, 1983, the Legislature apportioned itself. A challenge to the constitutionality of the apportionment was denied in December, 1983, by the Supreme Judicial Court of Maine.

The House elects a Speaker who presides over its proceedings, a clerk and assistant clerk. The individual political parties in the House elect their own leaders and assistant leaders. By statute (3 MRSA 168) the leadership of the House is permitted to hire its own assistants.

PROGRAM: The House convened its first regular session of the 112th Maine Legislature on Wednesday, December 5, 1984. During the first regular session in 1985, 1660 legislative documents and 23 House-sponsored Joint Orders were considered. House members submitted 485 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the session.

The House adjourned from the first regular session on June 20, 1985, after meeting for 96 legislative days. The Second Regular Session of the 112th Maine Legislature will be convened on Wednesday, January 8, 1986.

PUBLICATIONS:

House Advance Journal and Calendar—(published on each Legislative day during regular and special sessions). Available to the public at no charge.

Weekly Legislative Calendar—(published weekly during regular or special sessions). Edited by the Clerk of the House. Lists all bills printed. Also lists bills enacted and resolves finally passed. Available to the public at no charge on pickup at the Clerk's office.

Weekly Legislative Calendar—(published weekly). Edited by the Clerk of the House. Lists meetings of legislative committees and the subjects these committees are considering when the Legislature is not in regular session. Also lists meetings of commissions which include legislators in their memberships. Scheduled meetings of public bodies of interest to legislators are included. Available to the public at no charge.

Senate and House Registers—(published biennially). Lists all legislators with key biographical information, photos, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate rules, Committee Rosters. Available to the public.

House and Senate Roster and Seating Arrangement—(published biennially). Edited by the Clerk of the House and Secretary of the Senate. Contains photos of all legislators. Available to the public at no charge.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LEGISLATIVE COUNCIL

SEN. CHARLES P. PRAY, CHAIRMAN
REP. ELIZABETH H. MITCHELL, Vice Chairman

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-1615
Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Established: 1973

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 263; *Citation:* 3 M.R.S.A., Sect. 161

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Legislative Council is responsible for overall management of the Legislative branch. Its general powers and duties are set out in both statute (3 M.R.S.A §162) and the Joint

Rules of the 111th Legislature. These include approval of all legislative budgets and provision for financial control; oversight of personnel matters, including establishment of salary scales and selection of individuals for critical staff positions; establishment of policies governing the operation of the Legislative Branch; allocation of work to Legislative committees when the Legislature is not in session, and other duties that may be assigned by the Legislature. In addition, the Council has the authority to administer oaths, issue subpoenas, compel the attendance of witnesses, and perform other supportive functions for the Superior Court relative to civil actions. The Council also serves as the intergovernmental coordinating agency on behalf of the Legislature.

ORGANIZATION: The Legislative Council, established in 1973, consists of the elected members of leadership of both houses. The 5 Senate members include the President of the Senate, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader and the Assistant Minority Floor Leader. The 5 Representatives are the Speaker of the House, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader and the Assistant Minority Floor Leader. The Council Chairman and Vice-Chairman are elected by the Legislative Council and the Chairmanship alternates every two years between the House and Senate.

PROGRAM: The 111th Legislative Council organized three committees, each comprising four Council members, as a means of improving the Council's overall capacity to oversee management of the Legislative branch. These included a Committee on the Allocation of Legislative Space, whose recommendations were designed to make better use of the space in the State House and to improve the overall working environment. This resulted in the relocation of both House and Senate leadership and staff offices and many of the non-partisan staff offices. Another outgrowth of this Committee's work was to ensure the preservation of the State House by seeking a special appropriation to undertake extensive work on the exterior masonry of the State House, a project overseen by the Bureau of Public Improvements, in consultation with the Legislature.

A second Council Committee, the Personnel Committee, began an evaluation of both short-term and longer-term staffing needs. The Committee also began a review of personnel policies which has resulted in the development of consistent policies regarding eligibility for benefits and accrual and taking of leave throughout the Legislative branch.

The third committee established by the Council is the Committee on Data and Word Processing, whose initial purpose was to conduct a comprehensive analysis of opportunities for using data and word processing to support the operation of various Legislative activities and improve the overall quality of the work of the Legislature. As a result of this study, a large minicomputer and 24 workstations were installed on a pilot project basis in 1984.

The Council's work also included approval of after deadline Legislation and approval of 11 study reports to be conducted by Joint Standing Committees.

SPECIAL NOTE: The financial data displayed is for fiscal year 1985. The narrative is for fiscal year 1984 and is the most current information provided by the Legislative Administrative Director.

PUBLICATIONS: See entries under each individual Legislative staff agency report.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LEGISLATIVE DEPARTMENT LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,841,187	3,752,756	88,431			
Health Benefits	232,100	231,408	692			
Retirement	544,877	526,625	18,252			
Other Fringe Benefits	10,605	9,942	663			
Computer Services—State	62	62				
Other Contractual Service	3,571,609	3,571,609				
Rents	171,663	171,663				
Commodities	111,840	111,840				
Grants—Subsidies—Pensions	62,330	62,330				
Equipment	351,597	351,597				
TOTAL EXPENDITURES	8,897,870	8,789,832	108,038			

(OFFICE OF) LEGISLATIVE ADMINISTRATIVE DIRECTOR

SARAH C. DIAMOND, LEGISLATIVE ADMINISTRATIVE DIRECTOR

Central Office: Statehouse, Augusta; *Floor:* 3 *Telephone:* 289-1615
Mail Address: Statehouse Sta. #115, Augusta, Maine 04333

Established: 1973

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 264; *Citation:* 3 M.R.S.A., Sect. 162

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The major statutory functions of the Legislative Administrative Director include direction and supervision of the non-partisan Legislative staff offices, responsibility for implementing policy decisions of the Legislative Council, and acting as executive officer of the Legislature when it is not in session.

ORGANIZATION: The position of Legislative Administrative Director was established by chapter 590 of the Public Laws of 1973. In 1982, the 111th Legislature enacted Legislation which extended the Legislative Administrative Director's authority to include overall direction and supervision of all of the non-partisan Legislative staff offices: the Office of Legislative Finance, the Legislative Research Office, the Office of Legislative Assistants, and the Law and Legislative Reference Library.

PROGRAM: The specific activities of the Administrative Director's office are largely governed by policy decisions of the Legislative Council. Following the Council's approval of the rental of a minicomputer system on a pilot project basis in September, 1984, the office assumed responsibility for coordinating both the installation of the system as well as the development of word processing and data processing and data processing applications.

The Administrative Director also staffed the committees created by the Legislative Council in various areas related to overall Legislative management — the Committee on the Allocation of Legislative Space, the Committee on Data and Word Processing, and the Personnel Committee — and was responsible for supervising the implementation of the programs that were subsequently approved by the Legislative Council.

SPECIAL NOTE: The financial data included is for fiscal year 1985. The narrative is for fiscal year 1984 and is the most current information provided by the Legislative Administrative Director.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are included with those of the Legislative Council.

(OFFICE OF) LEGISLATIVE ASSISTANTS

HELEN T. GINDER, DIRECTOR
HAVEN WHITESIDE, ASSISTANT DIRECTOR

Central Office: Statehouse, Augusta; *Floor:* 1 *Telephone:* 289-1670
Mail Address: Statehouse Sta. #13, Augusta, Maine 04333
Established: January, 1973
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 260; *Citation:* 3 M.R.S.A., Sect. 166
Average Count—All Positions: 16 *Legislative Count:* 16

PURPOSE: The Office of Legislative Assistants provides research, analysis and support services on Legislation and related topics of interest to the Legislature.

During Regular and Special Sessions, the staff of the Office write bills for introduction, assist Joint Standing Committees in the process of public hearings and analyses of bills and prepare research documents and amendments, including new drafts. While working with the Committees, the Legislative Assistants' work is directed by the Chairmen, who may request more than one version of amendments to bills to reflect their position or that of other members of the Committee. Assistants also assist the Committees and individual Legislators in following their bills through the Legislative process, including preparing amendments at the committee and floor stage, gathering further information and monitoring the effect of enacted Legislation.

When the Legislature is not in session, the Office provides staff support for studies which have been approved and funded by the Legislative Council. This work involves organization of meetings, and other administrative tasks, research of the topic, and preparation of reports and any related Legislation.

The Office of Legislative Assistants also provides research assistance to individual Legislators and answers questions from the Legislature, executive agencies, the public and the press about previous Legislation, studies and reports.

Finally, the Office has participated in the development and presentation of educational programs for Legislators, offering additional or expert information on the Legislative process or subjects of particular concern because of pending Legislation or their importance to the State.

ORGANIZATION: The Office of Legislative Assistants was first established in January, 1973 by a policy directive of the Legislative Council in order to provide non-partisan year-round Legislative assistance to the Legislature. The office is responsible to the Legislative Council and the Legislative Administrative Director. The Director of Legislative Assistants is appointed by the Legislative Council and is responsible for supervising and assigning staff to Joint Standing Committees. In 1984, the Legislative Council approved the appointment of an Assistant Director.

The Office operates on a non-partisan, permanent basis and the Director and Assistants are appointed without reference to party affiliation. The Director and 7 Assistants are attorneys. The Assistant Director and the other 6 Assistants have various advanced degrees. Their diverse educational backgrounds and experience in areas of government, business, education and science help provide a broad range of knowledge and resources to the Legislature.

The Assistants have been authorized by PL 1981, c. 524, to provide staff assistance to Legislative Committees undertaking review of administrative agency rules. This assistance will include review of rules according to the criteria in the Act, participating in public hearings, writing reports and drafting any necessary Legislation.

PROGRAM: During fiscal year 1985, the Legislative Assistants completed narrative reports for Committee studies ordered by the 112th Legislature and approved by the Legislative Council; they also drafted the Legislation required as a result of the Committee's decision. Examples

of these tasks are the report and Legislation which resulted from a study of the Commission to Examine the Availability, Quality and Delivery of Services Provided to Children with Special Needs and The Maine State Compensation Committee.

The Assistants worked with individual Legislators to draft bills for introduction. They provided information on and assisted Joint Standing Committees in reviewing more than 1600 and drafted committee amendments and new drafts as required, during the Second Regular Session of the 112th Legislature.

Education. A great number and variety of scientific and technical problems come before the Legislature each session, ranging from hazardous waste storage and transportation to health care and economic projections.

Workshops on topics relating to proposed Legislation were held during the First Regular Session. A computer program established to provide a socio-economic data base to be used in econometric studies has been updated with population totals in this base reflecting 1980 Federal Census figures. Other projects planned include written issue briefs, conferences and improved analytic capabilities. The Office revised and published References, A Handbook for Maine Legislators and the Legislative Process in Maine, a slide/tape presentation.

During the 112th Legislature, the Director worked with the Dean of the University of Maine Law School to provide a series of seminars taught by Law School faculty on Legal Perspectives for Legislators. The topics of the seminars included Legislative Intent, Constitutional Problems and Statutory Interpretation.

The Director and other staff members assisted the Administrative Director on numerous fact-finding and policy development committees including planning for technical and other changes to better integrate the work of the several Legislative agencies. In addition, they provided staff assistance to 7 Joint Select Committees and 3 Commissions established by the Legislature.

PUBLICATIONS: The following is illustrative of reports prepared by the Office of Legislative Assistants for the Legislature. A limited number of these reports are available to libraries, government agencies and offices and the general public.

1. References: A Handbook for Maine Legislators: Facts, Resources and Procedures.
2. The Need for an Economic Development Strategy for the State of Maine.
3. The Need for Protection from Discrimination for State Employees Who Testify Before Legislative Committees.
4. Final Report of the Joint Standing Committee on Marine Resources on Lobster Trap Limits.
5. Special Commission to Study the Implementation of Educational Reform.
6. Transportation Study: Motor Vehicle Dealers, Motor Vehicle Auctions, General Issue License Plates.
7. Joint Standing Committee on Aging, Retirement & Veterans on Its Study of Disability Retirement under the Maine State Retirement System.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Legislative Council.

(OFFICE OF) LEGISLATIVE FINANCE OFFICER

BENT SCHLOSSER, LEGISLATIVE FINANCE OFFICER
RICHARD N. SAWYER, JR., Assistant Legislative Finance Officer

Central Office: Statehouse, Augusta; *Floor* 2 *Telephone:* 289-1635
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1962

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 265; *Citation:* 3 M.R.S.A., Sect. 167

Average Count—All Positions: 11 *Legislative Count:* 0

PURPOSE: The Office of Legislative Finance collects, researches and analyzes both fiscal and program information related to the finances and operation of state government. To this end, the Office examines revenues and expenditures, evaluates fiscal and program information, makes financial projections regarding the effects of Legislation, and analyzes appropriations requests. The Office also aids the Legislative Council in helping the Legislature or any committee of the Legislature to make independent determinations on fiscal matters.

The Office of Legislative Finance provides staff support for the Joint Legislative Committee on Appropriations and Financial Affairs; the Joint Standing Committee on Audit and Program Review for the Maine Sunset Act; the Joint Standing Committee on Transportation; and other legislative committees as information is required.

ORGANIZATION: The position of Legislative Finance Officer was first established in 1962 by PL 1961, c. 411, as a non-partisan appointee whose appointment depended entirely on fitness to serve. The duties have remained essentially the same as they are at present, except that the Officer was directed to assist the Legislative Research Committee, instead of the Legislative Council which later succeeded it, in enabling the Legislature to form an independent judgment in financial matters.

Later statutes provided for a 7-year term for the Legislative Finance Officer, appointment of an Assistant Legislative Finance Officer, subject to the approval of the Legislative Council, and made the Legislative Finance Officer responsible to the Legislative Council for the performance of his duties.

In 1977, the Legislature authorized additional staff to provide for an audit and program review capability within the Legislative Finance Office.

In 1981, the Legislative Council authorized one additional staff to provide financial assistance to the Committee on Transportation.

In 1983, the Legislature changed the term of appointment for all Legislative directors to include the Finance and Assistant Finance Officer. The present term of appointment is 3 years.

In 1984, the Legislative Council authorized 2 additional Budget Analysts to provide additional assistance to the Legislative Committees.

In addition to the Legislative Finance Officer and the Assistant Legislative Finance Officer, the Office of Legislative Finance also employs 4 budget analysts, 3 program analysts, and 2 secretaries.

PROGRAM: During FY 1985, the Office of Legislative Finance assisted the Joint Standing Committees on Appropriations, Audit and Program Review, Transportation, and others and the Legislative Council in completing several studies on financial policy and budget matters. In addition, the Legislative Finance Office continued the annual publication of its Compendium of State Fiscal Information and report for the Joint Standing Committee on Audit and Program Review.

During the first regular session of the 112th Legislature, the Legislative Finance Office performed the following major functions: First, the Office conducted a careful review of the financial impact upon state revenues and expenditures of every piece of proposed Legislation. Second, the Office provided to the Legislature and to the Joint Standing Committee on Appropriations and Financial Affairs carefully evaluated estimates of present and expected expenditures. Third, the Office oversaw the initial preparation of the appropriations bills submitted for introduction into this session. This financial review of proposed Legislation was manifested in the fiscal

notes attached to bills receiving a favorable report from the Committee, in the testimony provided by the Legislative Finance Office before Joint Standing Committees of the Legislature and the budgetary expertise and advice rendered to the Appropriations Committee while that committee was formulating proposed Legislative appropriations for the current biennium. The provision of estimates of revenues and expenditures was a continuing service provided to the Legislature and to the Appropriations Committee enabling them to properly evaluate the financial policy of the State. The effort put into drafting appropriations bills was evident not only in many of the original bills submitted for introduction, but also in the numerous amendments to those bills and in the committee new drafts of appropriations bills which were reported out of the Appropriations Committee. Fourth, the Office provided financial assistance to the Committee on Transportation in its review of the Department of Transportation's budget. Fifth, the Office provided research assistance and drafted reports and Legislation for the Joint Standing Committee on Audit and Program Review. During FY 85, the Committee evaluated and developed recomendations and accompanying Legislation related to Sunset Review of the Department of Environmental Protection, the Department of Marine Resources, the Public Utilities Commission, and a number of independent agencies; a process which began in January 1984 and extended to the end of the First Session and which involved an extensive Legislative review of the agencies' budgets and programs. The Committee continued its ongoing Audit work by beginning its review of the Department of Business, Occupational and Professional Regulation, and portions of the Departments of Human Services and Educational and Cultural Services.

PUBLICATIONS:

Compendium of Fiscal Information: Publication #16, Dec. 1984. (Free, available on request.)

A Report of the Joint Standing Committee on Audit and Program Review. Sunset Reviews of the Departments of Environmental Protection, Marine Resources, Public Utilties Commission, and independent agencies. (Free, available on request.)

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

(OFFICE OF)
DIRECTOR OF LEGISLATIVE RESEARCH

DAVID S. SILSBY, DIRECTOR
BRIAN K. BLAISDELL, Assistant Director

Central Office: Statehouse, Augusta; *Floor:* 1 *Telephone:* 289-1650
Mail Address: Statehouse Sta. #7, Augusta, Maine 04333

Established: 1947

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 267; *Citation:* 3 M.R.S.A., Sect. 162

Average Count—All Positions: 14 *Legislative Count:* 0

Organizational Units:
Office of Legislative Information

PURPOSE: Many of the responsibilities of the Director of Legislative Research are set out by statute in Title 3, section 164 of the Maine Revised Statutes Annotated.

In addition to these statutory duties, the Director serves, under the authority of the Joint Rules of the Legislature, as a final processing point for all Legislation before it is introduced into the Legislature, and as clerk of the Standing Committee on Bills in the Second Reading for both the House and the Senate, a duty which involves examining and correcting all Legislation on matters of form prior to engrossment in either House.

The Director of Legislative Research, working with the Office of Legislative Information and with the Legislative Indexer, maintains a computerized system for bill drafting, which has

resulted in faster and more accurate dissemination of information on the Legislative process and on Legislative enactment. The Legislative Information Office also maintains a computerized bill status system, which tracks each piece of Legislation from its introduction into the Legislature to its final disposition. In addition, the Legislative Indexer maintains both a consistent series of indexes for session enactments and for the Legislative Record, and the Title and Section program which is designed to eliminate duplication and conflicts in pending Legislation.

ORGANIZATION: The Legislature created the (Office of) Director of Legislative Research in 1947 (P.L. 1947, c. 392, sec. 25, VII and section 26), when it combined the Office of Revisor of Statutes, created under P.L. 1931, c. 210, with the function of administrator for the Legislative Research Committee, which was an outgrowth of the Tompkins Investigating Committee of the early 1940's. The Director, appointed by the Legislative Research Committee, was chosen "without reference to party affiliations," and was originally appointed to a 6-year term.

In 1957 the Director was authorized to appoint, with the approval of the Legislative Research Committee, an assistant director, technical assistants, and, subject to the Personnel Law, clerical assistants (PL 1957, c. 397). All personnel in the Legislative branch have since been removed from the Personnel Law.

In 1973, with the establishment of the Legislative Council and the abolition of the Legislative Research Committee (PL 1973, c. 590), the Director of Legislative Research was required to be appointed by the Legislative Council and to be responsible to it. Both the director and assistant director are now appointed to 3-year terms (PL 1983, c. 2).

In 1975 the Legislative Council established the Office of Legislative Information under the Office of Legislative Research and further authorized the creation of the position of Legislative Indexer, whose function was to consolidate as far as possible the 9 separate indexes being kept by various Legislative offices into a single index, parts of which could be used for various purposes.

In 1977, the Legislative Council, responding to a study of Legislative procedures and modernization, authorized hiring an additional attorney to help the office cope with the increasing number of bills requiring drafting and processing.

PROGRAM: During fiscal year 1985 the Office of Director of Legislative Research continued to serve five main functions: acting as a control point for the introduction and form of Legislation, bill drafting, compilation of the Errors Bill, and revising and publishing the statutes.

Publishing. During the interim between Legislative sessions, the office devoted the majority of its efforts to publishing newly-enacted statutes and to revising the master setup of the Maine statutes maintained on a computer data base. Any section of the statutes can be called up on to a terminal screen for drafting purposes under the new system. During the summer of 1985, the office published the soft bound edition of Public Acts and Constitutional Amendment of the First Regular Session of the 112th Legislature, and distributed approximately 6,500 copies of it to Legislators, government agencies, and the public. During fiscal year 1984-85 the office assisted the commercial publisher of the Maine Revised Statutes by providing material for the supplementary pamphlets and pocket parts for 1984-85 by providing material for and checking the Constitution of Maine to assist the Chief Justice in the recodification and by preparing the republication of Volume I of the statutes;

Status. The Legislative Research Office, working through its Office of Legislative Information, continued to maintain the Legislative bill status system to provide current information on all bills introduced into the First Regular Session of the 112th Legislature, including indexes of all introduced Legislation by subject, committee of reference, sponsor, and Legislative document number.

Information. The Legislative Information Office handled a large volume of in-person and telephone queries from Legislators, the press and the public about Legislation introduced and enacted during recent Legislative session, and published 1,000 copies of the *History and Disposition of Legislative Documents and Papers of the 111th Legislature, Second Regular Session* and 1,000 copies of the *History and Disposition of Legislative Documents and Papers of the 112th Legislature, First Regular Session.* This publication is a pamphlet, printed from a computerized readout, of the final status of all Legislation introduced into the First Regular session, indexed by subject, and includes pertinent Legislative history about that Legislation.

The work of the Legislative Research Office is designed to achieve two long-range goals; first, to work with all Executive and Judicial departments and agencies in improving the quality of the Legislative drafting process and second, to continue to revise the entire set of the Maine

Revised Statutes with the objective of making Legislative changes clearly understood.

PUBLICATIONS: 1983

1. *Maine Revised Statutes Annotated* — Consisting of 27 volumes of text resulting from the tenth revision in 1964, plus republished volumes, supplementary pamphlets and pocket supplements used in the updated system. (Available to certain federal, state and local agencies and officials in accordance with 3 MRSA 173 and distributed through the Law and Legislative Reference Library; available to the public from West Publishing Company, Minneapolis, Minnesota at current price.)

2. *Public Laws and Constitutional Resolutions as enacted by the One Hundred and Twelfth Legislature* of the State of Maine at the first regular session, December 4, 1984 to June 20, 1985. Contains a subject index and cross reference table. (Limited copies available at no charge from the Office of Legislative Research)

(Limited publication available in the fall of 1985 without charge from the Office of Legislative Research.)

3. *Legislative Documents and Papers of the 112th Legislature,* second regular session, History and Final Disposition. Compiled and made available by the Legislative Information Office.

(Limited publication available in the fall of 1985 without charge from the Legislative Information Office.)

4. *Laws of Maine.* Volume contains all Session Laws and related documents and pages of each Legislative session. Available for purchase or loan through the State Law Library.

5. *State of Maine Manual for Legislative Drafting* August 1980. (Limited publication available from the Office of Legislative Research or on loan from the Legislative Reference Library).

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LAW AND LEGISLATIVE REFERENCE LIBRARY

CATHERINE A. ATCHLEY, STATE LAW LIBRARIAN
LYNN E. RANDALL, DEPUTY LAW LIBRARIAN/ TECHNICAL SERVICES COORDINATOR
RITA P. BOUCHARD, Public Services Coordintor

Central Office: Statehouse, Augusta; *Floor* 2 *Telephone:* 289-1600
Mail Address: Statehouse Sta. #43, Augusta, Maine 04333

Established: 1971

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 268; *Citation:* 3 M.R.S.A., Sect. 171-174.

Average Count—All Positions: 9 *Legislative Count:* 9

PURPOSE: The Law and Legislative Reference Library provides comprehensive Legislative reference service and a substantial collection of legal materials for use by the Legislature and its committees, all agencies of state government, the judiciary, attorneys and citizens of Maine. Additionally, the library is responsible for distribution of session laws, Maine Revised Statutes Annotated, and printed decisions of the Maine Supreme Judicial Court.

ORGANIZATION: In 1971, PL 1971, c. 480 created the Law and Legislative Reference Library by transferring to its functions formerly performed by the law section of the Maine State Library. The nonpartisan State Law Librarian is appointed by the Legislative Council for a term of 3 years. The State Law Librarian appoints a Deputy Law Librarian, subject to the approval of the Legislative Council, for a term of 3 years and employs all necessary assistants.

During fiscal year 1985 one full-time support position was added to the Library staff and a temporary professional position was extended for one year.

PROGRAM:

Public Services. The Library provides reference, research and circulation services to patrons by means of telephone, mail and personal contact. Special services include computer access to: 1) the Legislative bill status system; 2) LIRS system, which allows online searching of the Maine Revised Statutes Annotated; and 3) WESTLAW, an automated general legal research system. The Library continued to coordinate training on WESTLAW for state agency personnel and private attorneys.

The Library's special resources also include biographical information on legislators and members of Maine's legal community and an extensive collection of newspaper clippings on topics of current legislative interest. The Library also now maintains permanent records of all legislative histories and continues to compile and make available legislative histories on selected topics.

The Library's staff responded over 3700 reference and research inquiries. Over 6400 items circulated and 18,500 items were used in-house.

Technical Services. The Library continued the special project to classify and arrange by subject the legislative reference collection and other separate collections. A complete set of catalog cards is being produced for each title. To facilitate cataloging the Library subscribes to OCLC, a national computer system which enables libraries all over the country to share catalog records. The position of temporary project librarian was extended for an additional year. During FY '85 catalog cards were produced for 866 titles already in the collection, representing approximately 40% of those which will ultimately be classified. In adition, 869 new titles were acquired and classified. The Library staff also contributed new catalog records to the online data base. A total of 2160 physical volumes were arranged in the classified section.

Other types of material in the Library's collection, such as court reports, codes and journals, increased overall by 960 volumes. A special project was begun to standardize and consolidate records for these materials. The Library continued its efforts to conserve shelf space by acquiring certain state and federal materials in microform.

Educational and Consultative Services. Staff conducted numerous instructional sessions for legislative and state agency personnel, judicial law clerks, librarians and students on general library orientation, legal research and bibliography, and government documents.

During the legislative session, the Library circulated to legislators and other interested staff, *State Law Library Briefs,* an acquisitions letter.

Continuing education for Library staff included attending and participating in state, regional and national law library association meetings and workshops.

Distribution of State Publications. The Library distributed either by exchange or sale: 1) copies of the 1980, 1981 and 1982 *Laws of Maine;* 2) 1984 supplements and recompiled volume 1 of the *Maine Revised Statutes Annotated;* 3) two volumes of the *Maine Reporter* (cases from 467-487 *Atlantic Reporter 2d); 4) 18 legislative committee studies; 5) 1660 legislative documents with amendments of the 1985 legislative session; and 6)* six issues of the *Maine Bar Bulletin. Legislative Record* and slip laws were provided to the Cleaves Law Library and University of Maine Law School Library during the session, as well as weekly printouts on the status of current legislation.

PUBLICATIONS: The Library produced one issue of its acquisitions letter, *State Law Library Briefs.*

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

GEORGETTE B. BERUBE, CHAIRMAN

Central Office: Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-1697
Mail Address: Statehouse Sta. #107, Augusta, Maine 04333

Established: February 3, 1978

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 300; *Citation:* 3 M.R.S.A., Sect. 227

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the commission is to advise the director of the Maine-Canadian Legislative Advisory Office in the carrying out of his powers and duties, assisting him in encouraging increased cooperation between Maine and Canada, and especially between the Legislature of Maine and the legislative bodies of Canada and assisting him in encouraging economic, cultural and educational exchanges between Maine and the Canadian Provinces. The commission meets at least 4 times in each year with the director and at such other times on the call of the chairman, at the request of the director or at the request of any member, as shall be necessary to carry out its duties.

ORGANIZATION: Created in February of 1978, the Maine-Canadian Legislative Advisory Commission consists of 7 members, 4 appointed by the Speaker of the House (2 for a term of one year and 2 for a term of 2 years) and 3 apointed by the President of the Senate (2 for a term of one year and 1 for a term of 2 years). At least one member appointed by the President of the Senate and one member appointed by the Speaker of the House shall be fluent in the French language.

Members serve without compensation but may be reimbursed for travel and per diem expenses at the current rate for state employees. Four members shall constitute a quorum. The commission shall designate one of its members as chairman.

PROGRAM: Among the agenda items discussed at the Commission's quarterly meetings in FY 85 were the following: Canadian election results, VIA rail joint resolution, I.T.C. fisheries investigation and membership in the International Association of French-Speaking Parliamentarians (Sept.); explanation of services to the new members of the Legislature, elimination of winter service on the CN Marine Bluenose, Canadian seat belt legislation, conference on Acadian culture and visit by Consul General of France (Nov.); report on the Maine-Canadian Office's first five years, meeting between Marine Resources Committee and Canadian fisheries officials, Nova Scotia forestry report, coyote bounty legislation, illegal Canadian lottery solicitations, services to various state agencies, meeting with new french cultural attache and greeting of French ship in Portland (Mar.); Quebec report on dieback of maple stands; cooperation with Maine's Congressional delegation, business referrals, and questionnaire to clients receiving Canadian update service.

FINANCES, FISCAL YEAR 1985: The expenditrues of this unit are, by administrative decision, included with those of the Legislative Council.

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE

DONAT B. BOISVERT, DIRECTOR
CLAIRE C. PAQUETTE, Assistant Director

Central Office: Statehouse, Augusta; *Floor:* 4 *Telephone:* 289-1697
Mail Address: Statehouse Sta. #107, Augusta, Maine 04333

Established: Februry 3, 1978

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 299; *Citation:* 3 M.R.S.A., Sect. 223

Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The director of the Maine-Canadian Legislative Advisory Office is mandated to be "concerned with strengthening all areas of regional cooperation between the Legislature of Maine and the legislative bodies of Maine's neighboring Canadian Provinces, and with encouraging economic, cultural and educational exchange between Maine and these provinces." (P.L. 1978c.605)

The primary functions of the director are: to serve as a liaison between the Legislature of Maine and the provincial parliaments of Quebec and the Maritime Provinces; to keep the Legislative Committees informed on Canadian affairs and to facilitate interaction in matters of mutual interest.

ORGANIZATION: The Maine-Canadian Legislative Advisory Office and its Advisory Commission were created on February 3, 1978. The director, who is nonpartisan and chosen solely on the basis of professional competence including fluency in French, was appointed in January of 1980 by the Speaker of the House and the President of the Senate with the approval of the Maine-Canadian Legislative Advisory Commission. The director appoints an Administrative Assistant to help carry out the office's broad mandate.

The director holds quarterly meetings with the Advisory Commission and provides the commissioners with updates between meetings; he reports to and is subject to the direction of the Legislative Council.

PROGRAM: In addition to its primary function of advising the Legislature on Canadian matters, the Maine-Canadian Office also assists State departments and agencies, private corporations and non-profit organizations in their interactions with Quebec and the Maritime Provinces.

Legislative Committees. The director assists the Joint Standing Committees by providing them with provincial documents, governmental publications and other information relevant to their committee work; by apprising these committees of the possible impact of their legislative proposals on neighboring Canadian provinces and obtaining when expedient Canadian perspectives on these bills; and by reporting on the implications of Canadian legislation and related matters to the appropriate committees.

During FY 85, the Maine-Canadian Office monitored a number of Canadian topics for legislative committees including; bilateral trade disputes; the Georges Bank boundary decision, and Canadian fisheries regulations; Canadian legislation concerning seat belts, coyote control and lobster conservation; transportation issues including VIA rail and the CN Marine Bluenose: forestry management policies; acid rain and dieback in maple stands; energy developments in Quebec and Eastern Canada.

Legislative Interaction. The director organizes interparliamentary visits, conferences and ad hoc meetings to familiarize legislators with their provincial counterparts and to facilitate communication on matters of joint concern.

In January of 1985, the director organized a meeting between members of the Marine Resources Committee and Canadian fisheries officials to discuss trade issues and fish stock management.

In April of 1985, the director drafted the Maine delegation's response on the restructuring of the International Association of French-Speaking Parliamentarians.

In May of 1985, the director met with Premier Rene Levesque of Quebec.

The office also cooperated with Maine's Congressional delegation on several bilateral issues.

Economic Relations. The Maine-Canadian Office is mandated to promote economic exchanges.

In Fy 85, the office monitored cross-border broadcasting issues including the availability of French language stations on cable T.V. and the replacement of Maine broadcasts in New Brunswick and Nova Scotia by satellite transmissions.

In January of 1985, the director organized a meeting between Maine and Canadian trade officials. The office also assisted a number of individual businesses with questions concerning labeling requirements in Canada, customs regulations, sources of supplies and advertising outlets.

Translation Service. (English-French/French-English). The director translates official documents, helps legislators and state departments draft addresses and press releases (in French) and serves as interpretor when the occasion arises.

In addition to preparing speeches and correspondence for legislators, the Maine-Canadian Office also translated materials for the Department of Educational and Cultural Services and the Bureau of Forestry. The director also served as an interpretor for visiting Quebec woodlot managers and for the Department of Business, Occupational and Professional Regulation.

Departmental Interaction. The Maine-Canadian Office assists departments of State government in their interactions with neighboring Canadian provinces by identifying the appropriate provincial agencies to be addressed: by assisting the various departments in their information searches and by otherwise facilitating the transactions.

During FY 85, the Maine-Canadian Office provided updates on Canadian issues to state agencies including: Agriculture, Educational and Cultural Services, Energy Resources, Environmental Protection, Forestry, Inland Fisheries and Wildlife and Marine Resources.

The following agencies also sought assistance on various Canadian matters: Attorney General's Office, Community Services, Finance Authority, Human Services, Labor, Mental Health and Retardation, Planning Office and Surplus Property.

Francophone Services. The office assists in maintaining and developing cultural ties existing between the Franco-Americans of Maine and the French-Canadians of Quebec and the Maritime Provinces and acts as a liaison between nonprofit cultural groups and the French Consulate, the Canadian Consulate and the Quebec Government Bureau.

In October of 1984, the director researched Acadian cultural survival in Maine and prepared a text for the Speaker's participation in an international conference on Acadian culture.

The office assisted the Quebec Ministry of Cultural Affairs in identifying research materials on the Franco-Americans of Lewiston and Waterville.

The office also participated in organizing visits to Maine by the Consul General of France, greeted a French ship in Portland Harbor and met with the new French cultural attache.

Information Service. the Maine-Canadian Office serves as a reference service for Canadian officials to facilitate their interctions with the Government of Maine and its citizens and also acts as a clearing house for information on Quebec and the Maritime Provinces for legislators, State departments and agencies, the press, researchers, schools and the public through in-person visits, telephone calls and correspondence. The office also disseminates information on Maine-Canadian relations through press releases, conferences and speeches.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

COMMISSION ON INTERSTATE COOPERATION

REPRESENTATIVE DONALD V. CARTER, CHAIRMAN

Central Office: Statehouse, Augusta; *Floor* 2 *Telephone:* 289-2075
Mail Address: Statehouse Sta. #5, Augusta, Maine 04333

Established: 1939

Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 272; *Citation:* 3 M.R.S.A., Sect. 201

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Commission on Interstate Cooperation serves to carry forward the participation of this State as a member of the Council of State Governments. To carry out this participation, the commission is authorized to perform all suitable acts as will, in the opinion of the commission, enable this State to do its part in forming a more perfect union among the various governments in the United States and to develop the Council of State Governments for that purpose.

ORGANIZATION: The Maine Commission on Interstate Cooperation was established in 1939 by P.L. 1939, c. 250. The form of organization established in 1939 has remained unchanged up to the present time.

The Commission consists of 9 regular members: 3 state officials appointed by the Governor, 3 members of the Senate appointed by the President of the Senate and 3 members of the House appointed by the Speaker of the House. The Governor, the President of the Senate and the Speaker of the House are ex officio members of the Commission.

PROGRAM: The Commission continues to serve as a clearinghouse for information on state programs of national and international interest. It also serves as the Maine affiliate for the Council of State Governments, which is a joint agency of all the state governments, and serves as a coordinator of the activities of the National Conference of State Legislatures. Members of the Commission represented Maine at a number of regional and national conferences during the year.

PUBLICATIONS:

1. Proceedings of the First Interparliamentary Conference of State and Provincial Legislators, held at Orono, Maine, August, 1974. Available from the chairman of the Commission.

2. *The Bond Bank Innovation: Maine's Experience* by James E. Jarret and Jimmy E. Hicks. Lexington, Ky. Council of State Governments. 1977. Available from the Chairman of the Commission or from the Maine Muncipal Bond Bank.

3. *Publications 1980,* Council of State Governments 1980. (Lists over 1,000 publications available through CSG dealing with topics of current interest to persons involved in state government, such as legislation, environment, administration, fiscal affairs, etc.) Available from the Council of State Governments, P.O. Box 11910, Iron Works Pike, Lexington, Ky. There may be a small fee for this publication.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	66,366	66,366				
TOTAL EXPENDITURES	66,366	66,366				

COMMISSION ON UNIFORM STATE LAWS

ROBERT C. ROBINSON, CHAIRPERSON

Central Office: 12 Portland Pier, Portland *Telephone:* 772-6565
Mail Address: 12 Portland Pier, P.O. Box 568, Portland, Maine 04112
Established: August 20, 1955 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 30; *Unit:* 271; *Citation:* 3 M.R.S.A., Sect. 241

PURPOSE: The Commission on Uniform State Laws was established to examine subjects on which uniformity of legislation among the states is desirable and to bring to the State of Maine the benefit of all of that legal intelligence as developed by the serious study and research of judges, lawyers and legal scholars gathered from throughout the entire country as members of the National Conference of Commissioners on Uniform State Laws to determine what uniformity in the law will best serve the several States.

PROGRAM: The Maine Commission on Uniform State Laws is an active participant in the National Conference of Commissioners on Uniform State Laws in its work as a Committee of the whole and on its drafting and review subcommittees. Some of the uniform or model legislation developed and adopted by the Conference during the past year include: the Uniform Securities Act; the Rights of the Terminally Ill Act; the Personal Property Leasing Act; the Health Care Information Act; Amendments to the Uniform Trade Secrets Act; the Uniform Land Securities Interest Act; and the Uniform Limited Partnership Act.

The Comission, like its counterparts in other states, will work through appropriate legislative committees and committees of the Maine Bar Association to review these pieces of legislation and determine if it is in the best interests of the State of Maine to adopt legislation which is uniform with other states in these areas.

PUBLICATIONS:

Copies of any of the Uniform or Model Acts are available upon request.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	8,300	8,300				
TOTAL EXPENDITURES	8,300	8,300				

BOARD OF LICENSURE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	947		947			
Commodities	295		295			
Transfers to Other Funds	951		951			
TOTAL EXPENDITURES	2,193		2,193			

LOBSTER ADVISORY COUNCIL

EDWARD A. BLACKMORE, CHAIRMAN
SPENCER APOLLONIO, Commissioner, Marine Resources

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1979

Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 340; *Citation:* 12 M.R.S.A., Sect. 6462

PURPOSE: The purpose of the legislation which created the Lobster Advisory Council was to help conserve and promote the prosperity and welfare of the State and its citizens and the lobster fishing that helps to support them. More specifically, the Lobster Advisory Council will help to accomplish these goals by fostering and promoting better methods of conserving, utilizing, processing, marketing and studying the lobster.

The council advises the commissioner on activities of the department that relate to the lobster industry. The council also investigates problems affecting the lobster industry and makes recommendations to the commissioner and the Marine Resources Advisory Council concerning its investigations. Lastly, the council reviews current lobster research programs and plans for research on the lobster stock, and submits to the commissioner and Marine Resources Advisory Council, annually, its recommendations on those programs and plans.

ORGANIZATION: Created effective September 14, 1979, the Lobster Advisory Council consists of eleven members. Each member is appointed by the Governor. Eight members of the council must be holders of lobster and crab fishing licenses and shall represent Maine's eight coastal counties. Two members must be holders of wholesale seafood licenses and are primarily dealers in lobsters. One member must be a member of the general public and shall not hold any license under this subchapter. All members shall be appointed for a term of 3 years, except a vacancy shall be filled by the commissioner for the unexpired portion of the term. Members shall continue to serve until their successors are appointed. Members serve without compensation, but shall be reimbursed for their actual expenses, including travel at a mileage rate equal to that for state employees. Expenses of the council shall not exceed $2,000 a year. A quorum shall be 6 members of the council, if at least 4 of them are lobster and crab fishing license holders. The council annually chooses one of its members to serve as chairman for a one-year term. The council may select other officers and designate their duties. They meet at least 4 times a year at regular intervals and it may meet at other times at the call of the chairman or the Commissioner.

PROGRAM: The Council met eight times during FY 1985. Throughout the year, as has been the case for the past few years, the Council directed most of its attention to the ever increasing proliferation of lobster traps in Maine's waters. The Council considered several different schemes to reduce the number of lobster traps. The Council was successful in introducing legislation authorizing expenditures of lobster license fees to support industry-managed lobster hatcheries.

FINANCES, FISCAL YEAR 1985: 12 M.R.S.A., Sect. 6462 provides that expenditures of this unit, which amounted to $2663.80 in FY 85, shall be borne by Maine Department of Marine Resources and are, therefore, included in its financial display.

STATE LOTTERY COMMISSION

WILLIAM VARNEY, CHAIRMAN
RICHARD CAREY, Director of State Lotteries

Central Office: 73 Winthrop Street, Augusta — *Telephone:* 289-2081
Mail Address: Statehouse Sta. #30, Augusta, Maine 04333 — *WATS:* 1-800-452-8777

Established: 1973 — *Sunset Termination Scheduled to Start by:* June 30, 1990

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 364; *Citation:* 8 M.R.S.A., Sect. 351

Average Count—All Positions: 28 — *Legislative Count:* 31

Organizational Units:

Administrative Division
Financial Division
Marketing Division
Production Division
Claim and Licensing Division

PURPOSE: The State Lottery Commission was established to develop, implement and operate the Maine State Lottery so that it may effectively generate additional revenues for the support of the State government. The Commission is authorized to promulgate and amend rules relating to State lotteries, including the apportionment of the total annual revenues for prizes, operating costs and for transfer to the State's General Fund; to make recommendations and set policy for State lotteries; to approve or reject reports of the Director of State Lotteries; and to transact other business that may be properly brought before it.

The Director of State Lotteries is authorized to operate the lotteries in accordance with the law and with the rules and regulations of the Commission; to license agents to sell lottery tickets; to advise the Commission and recommend such matters as deemed necessary and advisable to improve the operation and administration of the lotteries; to enter into contracts for the operation and promotion of the lotteries, subject to the approval of the Commission; to certify monthly to the Governor, Treasurer of State and the Commission a full and complete statement of lottery revenues, prize disbursements and other expenses for the preceding month; and to carry on a continuous study and investigation of the lotteries throughout the State and in other states or countries.

ORGANIZATION: A State lottery to generate additional revenues for deposit to the State's General Fund, approved by public referendum in November, 1973, is administered by the State Lottery Commission and the Director of State Lotteries. The Commission consists of five members appointed by the Governor, for terms of five years, and annually elects one of its members as chairman. The first State Lottery Commission was appointed in January 1974.

The Director of State Lotteries is appointed by the Governor, to serve a term at the pleasure of the Governor. The Director acts as both chief administrative officer and executive secretary of the Commission.

PROGRAM: Legislation has been signed by Governor Brennan to permit the State Lottery to join New Hampshire and Vermont in a three state lottery program which will, with the greater population base, generate the sales volume necessary to produce grand prizes in the million dollar range. Scientific Games of Georgia has been selected to provide the computerized sales and accounting network for the Tri-State Megabucks, which will begin September 3, 1985 and for our own Maine Pick 3 and Pick 4 on-line games.

LICENSES, PERMITS, ETC.

License:

Lottery Sales Agent: Licenses are issued for an indefinite period and subject to recall by the Commission when it feels the agent is not acting in the best interest of the Lottery or the State. Licenses are now issued at no charge.

PUBLICATIONS: *Action,* a newsletter distributed to sales agents. Copies can be obtained upon request of the Commission.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE LOTTERY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	476,786					476,786
Health Benefits	29,916					29,916
Retirement	75,847					75,847
Other Fringe Benefits	2,053					2,053
Computer Services—State	16,484					16,484
Other Contractual Service	805,773					805,773
Rents	30,280					30,280
Commodities	26,519					26,519
Grants—Subsidies—Pensions	22					22
Transfers to Other Funds	20,393					20,393
TOTAL EXPENDITURES	1,484,073					1,484,073

LOW-LEVEL WASTE SITING COMMISSION

SEN. JUDY KANY, CHAIRPERSON
COMM. HENRY WARREN (D.E.P.), VICE-CHAIRMAN

Central Office: D.E.P. Office, Augusta *Telephone:* 289-2811
Mail Address: Statehouse Sta. #17, Augusta, Maine 04333

Established: 1981

Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 433; *Citation:* 38 M.R.S.A., Sect. 1476

Average Count—All Positions: 11 *Legislative Count:* 0

PURPOSE:

A. Study the management, transportation and disposal of low-level waste generated in or near this State;
B. Evaluate current radioactive waste classifications and propose alternatives, if appropriate;
C. Evaluate methods and criteria for siting low-level waste disposal facilities; and
D. Assist the Governor in regional efforts to manage low-level waste.

ORGANIZATION: Membership; appointment. The commission shall consist of 9 members, who shall be appointed as follows. The Commissioners of Environmental Protection and Human Services, and the State Geologist, or their designees, shall be members of the commission. The President of the Senate shall appoint 3 Senators, at least one of whom shall be a member of the minority party, and one person from an organization that is a low-level waste licensee. The Speaker of the House of Representatives shall appoint 3 Representatives, at least one of whom shall be a member of the minority party, and one person from an organization that is a low-level waste licensee. The members shall be appointed in a timely manner. The Chairman of the Legislative Council shall call the first meeting of the commission, and at this meeting the commission shall elect a chairman and a vice-chairman from its membership.

PROGRAM: This Commission, whose organizing statute was effective on September 1, 1981, held its first meeting Sept. 25, 1981 to organize and begin its study of the low-level waste problem. The Commission has met periodically throughout the past two fiscal years in public sessions to hear reports from knowledgeable persons and to review materials generated both inside and outside the state. The Commission produced an interim progress report in June 1972 and interim recommendations to the Governor and the Legislature in February 1983.

The full Commission has continually reviewed and commented on drafts of a proposed Northeastern Low-Level Waste Disposal and Management Compact being negotiated among eleven Northeastern states. Four states have ratified the compact but Maine has chosen not to join based on the Commission's February 1984 report to the Legislature. The Commission is now considering Maine's other options.

PUBLICATIONS:

Interim Report of the Commission to the Governor and the Legislature, June 1982.

Interim Recommendations of the Commission to the Governor and the Legislature, February 1983.

Low-Level Radioactive Waste Disposal Options for Maine, February 1984.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Oil and Hazardous Waste, Department of Environmental Protection.

MAINE HEALTH CARE FINANCE COMMISSION

DAVID WIHRY, PH.D., CHAIRMAN
FRANCIS G. McGINTY, EXECUTIVE DIRECTOR

Central Office: 9 Green Street, Augusta *Telephone:* 289-3006
Mail Address: Statehouse Sta. #102, Augusta, Maine 04333
Established: September 23, 1983 *Sunset Review Required by:* June, 1989
Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 460; *Citation:* 22 M.R.S.A., Sect. 383
Average Count—All Positions: 15 *Legislative Count:* 19

PURPOSE: The Commission was created to design and administer the hospital financing system established by the 111th Maine Legislature. The purposes of this system are to (1) limit future increases in the cost of hospital care in Maine, (2) promote greater equity among those who must pay hospitals and (3) assure that the essential financial requirements of all Maine hospitals are met.

ORGANIZATION: The Commission is composed of five members appointed by the Governor subject to review by the Joint Standing Committee on Health and Institutional Services and confirmation by the Legislature. In addition to Dr. Wihry, the members of the Commission are Diantha Carrigan of Medomak, who serves as the Commission's Vice Chairman, David Cluchey of Cape Elizabeth, Agnes Flaherty of Saco, and Paul Poulin of Augusta.

The Commission is empowered to appoint an Executive Director and General Counsel as well as employ such other staff as it deems necessary. The Executive Director is authorized to appoint a Deputy Director and carry out all administrative and technical responsibilities delegated to him by the Commission.

The staff is divided into three components. The Division of Policy Development and Evaluation's staff is responsible for the formulation and refinement of the conceptual and technical underpinnings of the financing system. The Division of Financial Operations' staff is responsible for the computation of the revenue limit assigned each hospital and the apportionment of that limit to the various payors and purchasers of the hospital's services. The Division of Research and Data Management's staff is responsible for the development and administration of the financial and clinical data systems the Commission is required to establish.

The Commission and its staff regularly consult with the members of three Advisory Committees. The Hospital Advisory Committee is composed of two representatives of hospitals with 55 or fewer beds, two representatives of hospitals of moderate size and two representatives of large hospitals. The Payor Advisory Committee is composed of a representative of the Department of Human Services, a representative of Blue Cross and Blue Shield of Maine, a representative of Unionmutual and a representative of self-insured employer groups. The Professional Advisory Committee is composed of two representatives of allopathic physicians, two representatives of osteopathic physicians, two registered nurses and a representative of other hospital employees directly engaged in the delivery of patient care.

PROGRAM: The Commission has successfully implemented the hospital financing system it was established to administer. It has adopted rules defining the base year financial requirements of hospitals, necessary adjustments for inflation and other factors, and the computation and apportionment of the gross patient service revenue limit to be assigned each hospital. A revenue limit has been established for each of Maine's forty-four hospitals.

The early results of this effort have been most promising. Hospitals' charges have been reduced sharply. The rate of increase in the income they will receive from the delivery of services to patients has been slowed to less than five percent per year. We estimate that those who pay for hospital care will save more than $40 million. Of equal importance, however, is the fact that our hospitals have been afforded a degree of financial stability, many of them sorely in need in light of recent changes in the Medicare program.

The Commission has also promulgated the rules necessary to reestablish the hospital discharge data system which was administered by the Health Facilities Cost Review Board from 1979 to

June 1, 1983. Consistent with the Legislature's direction that such data be made available in the least restrictive manner possible, the Commission has developed a regulatory framework which enables bona fide research organizations to secure the data they require without compromising the confidentiality of data which might indirectly identify patients or practitioners.

LICENSES, PERMITS, ETC.

The Commission does not have the authority to issue licenses or permits. It regulates the charges hosptials are permitted to make for the services they provide to patients and defines the obligations of the Department, Blue Cross and Blue Shield and other payors and purchasers.

PUBLICATIONS:

The rules promulgated by the Commission are available upon request. A fee will be charged to defray the cost of copying and postage.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HEALTH CARE FINANCE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	473,415	127,444	345,971			
Health Benefits	19,029	3,548	15,481			
Retirement	63,734	6,025	57,709			
Other Fringe Benefits	1,935	511	1,424			
Computer Services—State	10,277		10,277			
Other Contractual Service	152,080	—346	152,426			
Rents	25,334		25,334			
Commodities	17,540		17,540			
Equipment	29,548		29,548			
TOTAL EXPENDITURES	792,892	137,182	655,710			

DEPARTMENT OF MARINE RESOURCES

SPENCER APOLLONIO, COMMISSIONER
E. PENN ESTABROOK, Deputy Commissioner

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1867 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188; *Citation:* 12 M.R.S.A., Sect. 3451

Average Count—All Positions: 173.5 *Legislative Count:* 110.5

Organizational Units:

Bureau of Administration
Bureau of Marine Development
Bureau of Marine Sciences
Bureau of Marine Patrol

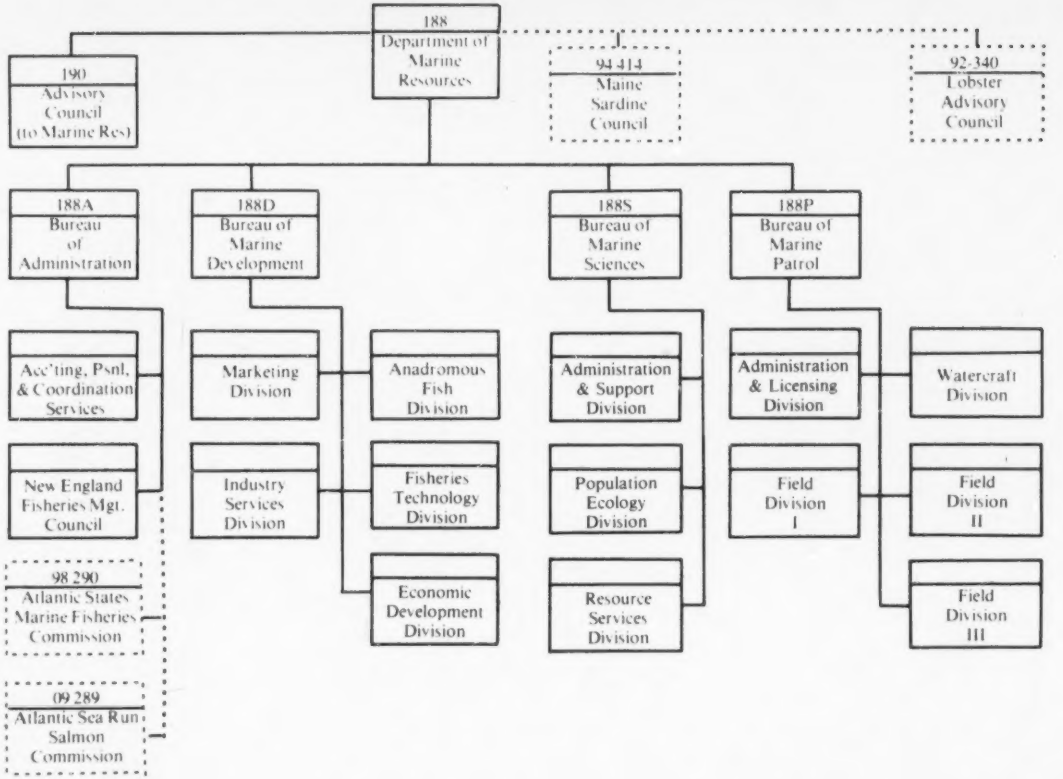
PURPOSE: The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, and by advising agencies of government concerned with development or activity in coastal waters.

Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resoures of the State, and to enforce the laws relating to marine resources. By statute the Department has the authority to acquire and hold real property; to accept funds, subject to the approval of the Governor; to enter into reciprocal enforcement agreement with other states, interstate regional authorities and the Federal Government; to enforce relevant sections of the Wetlands Control Law and advise state and federal agencies on the ecological effects of dredging, filling and otherwise altering coastal wetlands; to cooperate, consult and advise with other appropriate state agencies on all inter-related matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

ORGANIZATION: The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioners of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. A new nine-member Lobster Advisory Council was established by Legislature to assist the Commissioner on matters related to the lobster industry.

Groundfish Industry Development. Having completed necessary field testing of a market development strategy in a limited demonstration project in the Portland metro area, the department, working closely with the Maine groundfish industry, proceeded with further implementation of its marketing and quality assurance program. The "Catch the Taste Program" is founded on the principle of establishing discrete markets for Maine groundfish product through a market and promotional program by stimulating consumer and trade awareness of the quality and value of product from Maine. The program is offered to retail chain supermarkets and restaurants that buy from Maine processing plants. Those plants must be certified. Thus the promotion efforts of the State of Maine are linked to the sale of product from Maine, a unique and very

ORGANIZATIONAL CHART
DEPARTMENT OF MARINE RESOURCES
UMB 13



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF MARINE RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	2,942,023	2,439,406	133,328		329,289	
Health Benefits	165,196	135,862	7,783		21,551	
Retirement	648,801	566,492	23,624		58,685	
Other Fringe Benefits	22,697	20,269	696		1,732	
Other Contractual Service	1,054,386	887,324	65,608		101,454	
Rents	26,194	17,587	4,483		4,124	
Commodities	307,907	202,662	84,292		20,953	
Grants—Subsidies—Pensions	5,421	5,360	61			
Buildings and Improvement	27,223	27,223				
Equipment	192,606	162,793	32,505		—2,692	
Interest—Debt Retirement	172	155			17	
Transfers to Other Funds	19,623		6,663		12,960	
TOTAL EXPENDITURES	5,412,249	4,465,133	359,043		588,073	

beneficial attribute of this program as compared to most public generic advertising and promotion programs.

The program has successfully expanded into the mid-Atlantic market and, in Northern New England into restaurants, institutional accounts (hospitals) and increasing numbers of supermarkets. The Maine Groundfish Association continues to address quality enhancement procedures to be used on fishing vessels. The results of their work will be very beneficial to the groundfish development program once completed.

Marine Patrol. Training programs have been carefully reviewed and recommendations made by a committee of officers to insure that our personnel receive as much professional training as is reasonably available. Officers have responded clearly and positively to those opportunities to increase their self-confidencce and professional stature as natural resources enforcement officers. Officers in the field contribute direct and immediate knowledge from the field to personnel in other bureaus who have less opportunity for field work and thus less frequent direct contact with the industry.

A thorough and continuing review of the Bureau's needs for boats, vehicles and equipment has been initiated to insure that realistic and economical equipment is available to the officers within the practical limitations of the budget. Use of the aircraft in support of enforcement activity has increased substantially.

The department continues to expand its Volunteer Marine Patrol Officer Program in an effort to meet the increasing responsibilities of the bureau. These volunteer officers will be of great assistance especially in the area of striped bass and Atlantic salmon enforcement.

A substantial number of new portable radios have been purchased to provide the officers in the field with improved communications and the vehicle fleet has been updated.

Marine Sciences. The Bureau of Marine Sciences goal is insuring that the bureau is responsive to the realities of fishery management. This is a highly contentious area with a plethora of experts and little consensus. The approach to the problem is a major and rather revolutionary (within the context of marine fisheries management) undertaking, and it is necessarily proceeding deliberately. The focus of the Bureau's approach to the problem, nevertheless, is attracting active interest and support from other federal, regional and private institutions because of growing awareness that this approach is indeed necessary and appropriate.

Extension Service. The Fishery Technology Service has a practical and very active program of gear development designed to increase fishing efficiency and to reduce fishing costs and wastes of fish as a result of inefficient gear. In addition, this program brings the Department into direct contact with a wide variety of important fishery issues where industry members and department personnel can work together in resolving matters of concern to fisheries conservation, development and efficiency. Cooperation with other agencies and groups involved in this work is improving daily—again to the benefit of the fishermen served by DMR. Additional resources made available to the service during the past year have resulted in significant achievement in several fisheries.

Inter-Agency Marine Research Relationships. Recognizing that marine research and fisheries management is a complex issue, DMR is continuing its efforts at establishing interagency cooperation. These efforts focused primarily on formal and informal cooperative projects with the New England Fishery Management Council, the Bigelow Laboratory for Ocean Sciences, the University of Maine, the Woods Hole Oceanographic Institution and private enterprise.

General Comments: Councils. The department has two statutory Advisory Councils (one a general council and the other a lobster council) both appointed by the Governor. These are active, interested and able councils dealing regularly with issues of statutory responsibility and of immediate interest to the industry. The meetings are never without substantive issues, never "pro forma", and never dull.

Highlights of a Variety of DMR Activities. DMR has a small but very active and well-received marine education program addressed to primary and secondary school students and to lesser extent to adults. It performs a very valuable service of informing Maine people of the state's marine resources.

The shellfish inspection and public health program is particularly active. Certain of its activities have been adopted as national and international standards for dealing with marine shellfish public health problems.

The department's anadromous fish division has a full research and development program. Now that there is accelerating interest in hydropower production, this unit has significantly increased responsibilities in insuring that the fish runs shall continue unimpaired. Detailed technical

review and comment on hydropower proposals has become a significant part of its activities and is expected to increase.

The department completed the evaluation undertaken by the Joint Standing Committee on Audit and Program Review of the Legislature. Several recommendations, both administrative and statutory were made as a result of that review.

Fishing Industry Issues. The groundfish industry is becoming increasingly competitive on both a national and international basis. Competition, based on strong efforts to improve quality as well as increase landings, puts a great deal of pressure on the relatively small Maine groundfish industry.

There is great concern over the increasing prevalence of gear conflicts among Maine fishermen. They result from the high value of finite resources attracting increasing numbers of fishermen, and they seem to defy equitable or even practical solutions short of putting some segments out of business. This trend is of increasing seriousness, and can be expected to consume ever-increasing administrative and enforcement time. Through a cooperative effort within the department, the possibility of developing innovative non-competing fishing gear is being explored. In the future it may be anticipated that measures not presently socially acceptable may be required to deal with increasingly explosive conflicts. This phenomenon, it is of some comfort to note, is not confined to Maine, but is a widespread issue in U.S. fisheries.

Three major issues became focused during the year. The first was the decision of the World Court on the boundary between Maritime Canada and the U.S. in the Gulf of Maine. The decision affected access to resources which will have a significant impact on the condition of the industry. The second issue concerned the investigation of Canadian subsidies to the Canadian fishing industry and what impact such subsidies have on the U.S. industry. Continuing debate on how to deal with this issue will continue. The third issue was the crystalization of the problem of seafood processing waste disposal. Final resolution to the problem was not attained during the year, although temporary measures have allowed the industry in Maine to continue operations for the short term. Final resolution will have to result from multi-state, federal and industry initiative.

LICENSES, PERMITS, LEASES, ETC.:

Licenses:
- Wholesale Seafood
- Retail Seafood Dealer
- Supplemental Wholesale Seafood
- Commercial Fishing (Resident & Non-Resident)
- Shellfish Transportation
- Supplemental Shellfish Transportation
- Sea Moss (Resident & Non-Resident)
- Scallop Fishing
- Commercial Shellfish
- Marine Worm Dealers
- Supplemental Marine Worm Dealers
- Marine Worm Diggers
- Lobster and Crab Fishing
- Wholesale Crawfish Dealer
- Supplemental Wholesale Crawfish Dealer
- Retail Crawfish Dealer
- Lobster Transportation
- Lobster Meat Permit
- Supplemental Lobster Transportation
- Weir Licenses (Unorganized Townships)
- Importing Marine Species
- Shellfish Sanitation Certificates

Special License for:
- Aquaculture
- Research
- Education

Leases for:
Aquaculture
Research

PUBLICATIONS:

RECIPES FROM MAINE: LOBSTER—8 panel leaflet—single copy free—commercial establishments $10.00 per 100.

RECIPES FROM MAINE: SEAFOOD—4 panel leaflet—single copy free—commercial establishments $8.00 per 100.

RECIPES FROM MAINE: SHRIMP—8 panel leaflet—single copy free—commercial establishments $10.00 per 100.

RECIPES FROM MAINE: MUSSELS— 8 panel leaflet—single copy free—commercial establishments $10.00 per 100.

FABULOUS FEASTS WITH MAINE SEAFOODS—free-supply limited.

BUYERS GUIDE FOR MAINE SEAFOOD—free—supply limited.

INDEX OF PUBLICATIONS (1946-July 1979)—free.

SEAFOOD RETAIL OPERATIONS INTRODUCTORY MANUAL—$2.50

FINANCES, FISCAL YEAR 1985: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF MARINE RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	20,332	30,332				
TOTAL EXPENDITURES	20,332	20,332				

BUREAU OF ADMINISTRATION

ANNA M. STANLEY, DIRECTOR

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188A; *Citation:* 12 M.R.S.A., Sect. 6021

PURPOSE: The Bureau of Administration was established to perform administrative functions of the Department of Marine Resources (DMR) and to advise government agencies concerned with development or activity in coastal waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately twenty types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumbrances, special information and federal-state programs.

Duties also include coordination of public hearings for regulation changes, and aquaculture leases following APA procedures; Collective Bargaining matters; preparation and supervision of the departmental budget and work programs, contracts, Financial Orders and actions taken on personnel matters and purchases; coordination of clerical services; contact with other central service agencies; and keeping the Commissioner aware of the status of all departmental financial and administrative matters.

ORGANIZATION: The Bureau of Administration, established through the authority vested in the Commissioner of Marine Resources, is composed of four sections. The Accounting and Personnel Section provides services for all divisions of the Department in finance, personnel,

equipment and processing of license applications and revenues; the Coordination Section oversees the administration of federal and other revenue contracts and projects; liaison with the New England Fisheries Management Council is provided by Bureau personnel; and the Department's relationship to the Atlantic States Marine Fisheries Commission is administered by this Bureau.

PROGRAM: The Bureau of Administration's program consists of carrying out directives of the Commissioner of Marine Resources in performing his statutory responsibilities, complying with all State and federal laws and regulations concerning administrative matters. The Bureau provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing short and long-range plans, and provides assistance during State and federal audits.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	203,259	203,259				
Health Benefits	10,605	10,605				
Retirement	36,628	36,628				
Other Fringe Benefits	989	989				
Other Contractual Service	95,649	95,649				
Rents	1,007	1,007				
Commodities	7,333	7,333				
TOTAL EXPENDITURES	355,470	355,470				

ADVISORY COUNCIL (TO MARINE RESOURCES)

JAMES WARREN, CHAIRMAN
WILLIAM A. KNIGHT, JR., Vice Chairman

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: August 13, 1947 *Sunset Review Required by:* June 30, 1985

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 190; *Citation:* 12 M.R.S.A., Sect. 6024

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: It is the broad responsibility of the Advisory Council (to Marine Resources) to provide advice to the Commissioner on policy matters affecting the fishing industry and to outline the problems and needs of the segments of the industry they represent. In addition, certain specific duties were established by law in 1973 including the approval of aquaculture lease permits, changes in fishing regulations, and related matters.

ORGANIZATION: The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Under the 1973 statute, the Marine Resources Advisory Council was enlarged from five members to nine, appointed by the Governor and representing various segments of the fishing industry.

PROGRAM: The Council met four times during the year providing information and advice to the Commissioner. In addition to meeting its broad responsibilities, the Council also performed specific duties established by law. Fifteen Special licenses were approved. Regulations approved by the Council included: Scallop/Lobster Gear Conflict, Chandler River Dragging, Hancock County Cable Area, Certification of Municipal Conservation Officers, Importation of Live Marine Organisms, Foreign Fish Processing within Maine's territorial waters, Swans Island Lobster Trap Limit, Herring Management Plan, and the Kennebec River Fish Restoration Plan.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $1,818.84 in FY 85 and are, by administrative decision, included with those of the Bureau of Administration, Department of Marine Resources.

BUREAU OF MARINE DEVELOPMENT

HAROLD C. WINTERS, DIRECTOR

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333
Established: 1957
Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188D; *Citation:* 12 M.R.S.A., Sect. 6051

PURPOSE: The common theme for all divisions and programs of this Bureau is the development of Maine's commercial marine fisheries industries. This theme is addressed, for example, through efforts in restoring lost fish runs (e.g. alewives), groundfish industry expansion, technical gear and fishing technique development, a variety of technical services to seafood processors, and market development through trade and consumer education and assistance. The services of the Bureau, then, reflect the very complex and diverse Maine fishing industry. The programs discussed below are organized to be of service to that industry.

ORGANIZATION: The Bureau of Marine Development is comprised of five major divisions each of which is responsible for several programs: Anadromous Fish, Economic Development, Fisheries Technology Services, Industry Services, and Marketing. The Bureau's activities involve a multitude of issues ranging from marine science to marine education to market analysis.

PROGRAM:

Anadromous Fish Division: This division is responsible for the management, enhancement, and restoration of anadromous fish resources to the rivers of Maine. Anadromous fish are those species which attain their growth in the marine environment but return to fresh water to spawn. Species of major interest include striped bass, American shad, alewife, blueback herring, Atlantic slamon, sturgeon, and rainbow smelt. The dependency of these species on both fresh water and the marine environment requires coordinated and cooperative management between the Department of Marine Resources, Inland Fisheries and Wildlife, and the Atlantic Sea Run Salmon Commission. Although each agency is charged with management of specific fish species or groups of species, the mutual support of each other's programs has enhanced numerous fish species and fisheries of collective interest.

The goals of the Anadromous Fish Division are to maintain existing fish runs at optimal levels, restore anadromous fish runs to river systems which historically supported these species, and conduct research on life histories and habitat requirements to improve management capabilities. Historically abundant anadromous fish runs were decimated by the construction of impassable dams, water pollution, and overfishing. With the remarkable improvement in water quality in recent years and the regulatory authority to control fishing activity, the major remaining obstacle to restoration of river fisheries is numerous dams which lack upstream and downstream fish passage facilities.

Shad and alewife management: During the spring of 1985, 55,452 adult alewives were truck stocked into various Maine watersheds to provide a spawning stock for reestablishing alewife runs and/or to augment existing low level spawning runs. A total of 38,242 alewives were stocked in various lake systems of the Androscoggin River above tidewater. Major stocking sites and numbers of fish stocked were Sabattus Pond (17,265), Thompson Lake (11,281), Tripp Pond (3,194), Taylor Pond (2,502), Lower Range Pond (1,505), and Marshall Pond (1,010). In addition, six (6) adult shad from the Cathance River in Topsham were transferred above the Brunswick dam and 133 shad transferred from the Merrimack River in Massachusetts were released just below Lewiston Falls. Remnant stocks of shad were observed in the lowermost pools of the Brunswick fishway in mid-June, but these fish did not ascend to the fish trap at the top of the fishway. Since spawning habitat is available below the dam, failure of these fish to ascend above Brunswick did not preclude the opportunity for successful reproduction below the dam. The reason for failure of these fish to ascend the fishway is unknown because a few adult shad did successfully pass the fishway in 1983 and 1984.

Striped bass: Improved water quality in the Kennebec River estuary has recreated favorable spawning conditions for striped bass. At present, Maine is entirely dependent on migratory stocks of striped bass from the Hudson River and Chesapeake Bay to support an important coastal sportfishery. Recent declines in Atlantic coast migratory stocks has led to a program to reestablish a resident spawning population of striped bass in the Kennebec. In 1984, through cooperation from the State of New York, the U.S. Fish and Wildlife Service, and a private Maine sportsmen's group, anadromous fish staff obtained 7,500 striped bass fry from a hatchery in New York State. These fry were transferred to the U.S. Fish and Wildlife Service Hatchery at North Attleboro, Massachusetts and reared to fall fingerling size (3-5"). A total of 2,306 fall fingerlings were subsequently stocked in the Kennebec River at Richmond in September, 1984. In 1985, based on 50,000 fry obtained from New York this spring, it is anticipated that 15-20,000 fall fingerlings will be available for stocking in the Kennebec in September. By imprinting these fish to the Kennebec during their early life stages, upon reaching maturity they should spawn and produce future generations of striped bass in the Kennebec River.

Androscoggin River: The Brunswick fishway, located on the Androscoggin River at head of tide was operated by Division staff for the third consecutive year. This fishway was built by the Central Maine Power Company in conjunction with the redevelopment of the Brunswick Hydroelectric Dam and represents the most modern fish passage facility in the State of Maine. From May to July, 1985, 23,890 alewives, 12 Atlantic salmon, eight (8) brown trout, and numerous resident fresh water species utilized the fishway. In 1984, 51 Atlantic salmon had used the fishway by early July. An additional 50 fish were passed between early July and November, representing a total salmon run of 101 adult fish in 1984. It is anticipated that the 1985 salmon run will approach the 1984 figure by this fall.

The large run of adult alewives (23,890) passed through Brunswick represents a nine fold increase over 1984 (2,510) and a forty fold increase over 1983 (601). This large run is presumed to be the result of the 1982 Sabattus Pond stocking of 2,326 adult alewives which were transferred from the Royal River in Yarmouth. Age analysis of scale sampled fish from the Brunswick fishway will be conducted this winter to determine if this assumption is valid.

Recent negotiations with dam owners of the Pejepscot and Worumbo Dams located above Brunswick have resulted in agreements to provide fish passages as these dams are redeveloped for expanded hydropower use. Based on current construction schedules, by May, 1988, anadromous fish should have free passage to Lewiston Falls for the first time since 1807.

Kennebec River: Anadromous fish staff completed an alewife and American shad restoration plan for the Kennebec River. This plan was taken to public hearing on December 4, 1984 and subsequently adopted by the Marine Resources Advisory Council on April 11, 1985. The final plan addresses shad and alewife restoration to historical habitat above the Augusta dam. Based on habitat in the drainage, the long term goal is to achieve a production of six (6) million alewives and 725,000 American shad above Augusta. Staff continue to monitor production of shad and alewives in the Kennebec River below the Augusta dam to determine the rate of expansion of these fish stocks. In addition, 3,567 adult alewives from the Royal River were transferred to Sebasticook Lake. This stocking represents the first time alewives have been present in Sebasticook Lake since 1837.

Fish Passage Improvement: During the past year, a fish passage improvement project was initiated with the U.S. Fish and Wildlife Service involving cooperative funding under P.L. 89-304, the Anadromous Fish Conservation Act of 1965. Project activities included repair, maintenance,

and operation of eleven (11) Department fishways and repairs to three (3) inland fishways of importance to anadromous alewives. Work on the three (3) inland fishways included replacement of baffles on the lower Pennamaquan River fishway, replacement of a concrete wing wall at the Coopers Mills fishway (Sheepscot River) and construction of several concrete pools at the Damariscotta Mills fishway in Nobleboro.

Hydropower Development: Anadromous fish staff continued to review numerous hydropower development applications which had the potential to impact anadromous fish runs. A large amount of staff time was devoted to meetings with developers and state permitting agencies to assure appropriate protective measures for fisheries were included in development plans.

Miscellaneous Activities: In addition to hydropower permit reviews, personnel continued to evaluate other water resource development projects, wetlands applications, waste discharges, highway construction proposals, and industrial development that had potential for adverse impact on anadromous fish resources. Staff also provided technical assistance to 34 coastal towns which manage alewife fisheries. A major highlight of the town alewife program was the large run of alewives which returned to the Union River in Ellsworth in 1985. An aggressive stocking program by the city, with assistance from the Department of Marine Resources, resulted in a very heavy run of alewives in 1985. Preliminary returns indicate that the Union River supported the largest commercial alewife fishery in the state for 1985.

Anadromous fish staff participated in several interstate meetings concerning plan development and implementation for interstate management of shad and river herring and striped bass.

Fisheries Technology Division. The Fisheries Technology Service is responsible for gear development projects that seek to stabilize and enhance Maine's marine resource harvest. This work involves actual development of new gear types, assessment of the practicality of new fishing techniques, resolution of gear conflicts as well as development of better seafood packaging and handling. To accomplish this goal, we receive direct input of ideas and concerns from Maine's diverse fisheries through a system of field agents. Currently agents are located in Yarmouth, Ellsworth and Addison with the division director performing some field work out of New Harbor. The field agents are in daily contact with fishermen, buyers, truckers and processors to hear their concerns and be constantly up to date as to "what is going on." In this way, we not only receive ideas on new gear types and methods but are able to respond quickly and informatively when contentious situations arise.

To accomplish our gear development work, field agents either work with fishermen to develop their ideas on their boats or, in the case of larger, long-term projects, use the FTS vessel R/V EXPLORER which is home ported at DMR's laboratory in Boothbay Harbor. FTS projects emphasize development of gear that is more species or size selective (i.e. no discarded or waste catch) rather than more efficient gear for efficiency's sake.

Funding is provided through the General Fund, the Federal Research and Development Act (P.L. 88-309), and by the UNH/UMO Sea Grant Marine Advisory Service. FTS is one of the Sea Grant Programs "co-operators" and serves as their field extension component.

Recent projects are as follows:

- Shrimp Separator Trawl—FTS, working closely with a local net manufacturer, designed and developed a net to catch Maine shrimp but release the juvenile flatfish that usually accompany the shrimp catch. Use of this gear by the shrimp fishery will mean the addition of hundreds of thousands of pounds of grey sole and blackback now lost to our groundfishery. In addition, unwanted species such as starfish, juvenile herring and whiting are also separated and released saving hours of time picking and cleaning the catch on board, a cold and hazardous job in Maine's winter weather.
- Herring Bait Survey—FTS and commercial herring spotter pilots continued to gather information on one-year-old herring locations and abundance. This information has become valuable in predicting the next year's herring pack and is being analyzed as a predictor of herring location one year later.
- Ocean Quahogs—FTS continues to provide assistance and advice to fishermen and seafood handlers involved in the new ocean quahog fishery in Washington County.
- Aquaculture—FTS assists other DMR personnel in evaluating aquaculture lease applications and overseeing the operation of leases. The blue mussel fishery is becoming increasingly dependent on high quality cultured product and the proper operation of leased bottom is important for the continued health of this rapidly growing industry.
- Research Support—FTS provides technical and vessel support to the Bureau of Marine Science projects involved in groundfish tagging, early life histories, scallop growth studies, as well

as supplying specimens for the public aquarium.

- Education—FTS provides speakers to the annual Fishermen's Forum, Downeast Commercial Fish Show, and other fishermen gatherings. It is a source point for a variety of video material from all over the world detailing the action and effect of gear on the bottom. Field agents provided a number of articles to the DMR Newsletter published monthly in COMMERCIAL FISHERIES NEWS.
- Other projects—A number of small projects targeted to specific problems were carried out. These included work on the effects of silt stirred up by mussel dragging operations, the effect of the increase in the seal population on the lobster industry and evaluation of different materials that could be used for a biodegradable vent required in lobster gear after 1987.
- Liaison work—In addition to these specific projects, the field agents served as sources of information to fishermen they met in steering them to the proper DMR or university researcher working on a project of interest to fishermen, answering questions on life history of commercial species and locating sources of packaging materials for seafood shippers. FTS works closely with the University of Maine, the Cooperative Extension Service, the various VTI's and other agencies through the Sea Grant Program.

Economic Development Division. This Division is responsible for both the formulation of long term strategies supporting the growth of Maine's groundfish industry and the resolution of shorter term issues and problems which impede the industry's operation. These activities are part of a sustained State-Industry effort, begun in 1979, to maximize the contribution of Maine's groundfishery to the State's economy. Since 1979 the Department has become an agent of change among the private industry forces which collectively determine the market competitiveness and profitability of Maine's groundfish industry. This Division has wide-ranging responsibilities within the Department's groundfish development program which includes the Bureau of Development's market development, Inspection, and Fisheries Technology staff.

The diverse functions of the Division encompass concerns for groundfish production quality control and market quality assurance, Maine's groundfish industry as a collective and competitive market force, technology assessment and transfer, the adequacy of the industry's physical infrastructure, industry financing capabilities, Canadian and intraregional trade issues, and the effect of Federal and State legislation on Maine's groundfishery. These concerns were evident in the following work activities.

Production Quality Control and Market Quality Assurance: For this reporting period, the primary focus of the Economic Development Division has been the administration of a Vessel Quality Handling Demonstration Project conducted under the aegis of the Maine Groundfish Association (MGA). The MGA is an industry sponsored organization of harvesters and processors, originally formed by State legislation. Industry may pursue this project because of a grant, designed and acquired by this Division. Since the DMR looks to the private sector, as represented by the MGA, to assume responsibility for fleet production quality improvement, it is appropriate for the DMR to render staff assistance to such an MGA project. The Division provided technical direction and co-ordinated the participation of DMR Inspection and Fisheries Technology staff in the project. The DMR defers to the MGA's Project Steering Committee to set overall work priorities responsive to the industry's needs.

The Vessel Quality Project itself undertakes to specify the contribution to landed fish quality of various on-board handling procedures. These procedures promote proper sanitation and temperature control and minimize physical abuse of the product, thereby improving its quality. The Project also addresses the most persistent of Maine's vessel and crew management problems which affect poor landed fish quality. It is the first project of its kind to use a cost-benefit approach which enables skippers to set realistic quality improvement priorities with reliable information as to what these changes will cost or save in extra equipment and crew effort.

The Division has secured a second year of funding to advance the above work and to prepare for the implementation of an MGA Vessel Certification and Dockside Inspection Program.

Waste Processing Alternatives: The Division has assisted the Commissioner and the industry in negotiations to maintain viable waste processing alternatives for Maine groundfish processors. The availability of cost-effective means to dispose of groundfish processing waste is vital to the survival of Maine's fishing industry. The Division is also charged with the responsibility to investigate emerging waste processing technologies to determine their applicability to Maine's production needs and cost sensitivities.

Trade Matters: The Division continues to assist the Commissioner and the industry in assessing the impact of Canadian groundfish imports upon Maine and New England. The Division

is similarly involved in assessing the impact of foreign joint processing ventures upon Maine groundfish processing capacity.

Technology Assessment: The Division has responsibility for assessing any new technologies which reduce groundfish production costs, improve the industry's operating efficiencies, or provide opportunities for new product development and business diversification. The Division closely monitors technological developments in the Canadian and Scandinavian groundfish industries. It is also investigating the potential for surimi-based as well as minced fish products. These assessments are related to the economic development needs of Maine's groundfishery.

Portland Fish Pier: The Division continues to be the State staff liaison to the City of Portland in the process of determining the terms of operation and market trading, as well as the organizational structure of the Portland Fish Pier.

Program, Proposal, and Legislative Reviews: The Division assists the Department in an on-going internal evaluation of all programs related to groundfish industry development. The Division also reviews proposals and legislation from State, Federal, and regional sources to determine their affect upon Maine's groundfishery.

Marketing Division. The primary purpose of the Division of Marketing is to assist Maine's commercial fishing industry in the marketing of its seafood and other marine-related products, stimulating consumers in, and consumer consumption of, such products—both domestically and abroad. As required by statute, the Division of Marketing has the primary responsibility among state agencies for providing marketing assistance to the commercial fisheries. To meet this responsibility, the Division implements programs designed to support and expand existing markets and to develop new markets for the sales of Maine marine products, thereby increasing income and employment at all levels of the commercial fishing industry.

The Division of Marketing was established administratively in 1957 through the authority vested in what was then the Department of Sea & Shore Fisheries. As responsibilities and duties increased, and as more extensive services were required by the commercial fishing industry, the Division gradually expanded to its present level. Clarification of the statutory authority for the Division's activities was included in the Act which created the present Department of Marine Resources in 1973. Inclusion of the Division in a new Bureau of Marine Development was accomplished in 1979.

Marketing Data & Product Development: The Division provides seafood buyers, free upon request, a Directory of Maine Wholesale Dealers & Processors. This book contains a listing of Maine wholesale seafood dealers and processors including such information as their complete address, telephone number, contact person, the products they deal in and process, along with the type of shipping (in or out-of-state exporting). These books have been mailed to seafood buyers throughout the country. A monthly "Marketing Memorandum" containing seafood leads and general information was continued since it serves the commercial fishing industry and seafood buyers who are looking for sources of supply. This memorandum provides potential sales opportunities worth millions of dollars. Besides domestic leads, the memorandum provides foreign leads obtained from the U.S. Department of Commerce-National Marine Fisheries Service. This substantially increased the number of possible contacts for Maine industry. The benefits are two-fold since foreign markets offer greater demand for underutilized species than the U.S., in addition they offer the Maine industry an opportunity to contribute to efforts towards reducing the national balance of trade deficit.

Market Development: The Division continued to implement its part of the fresh groundfish market development program, a high priority department initiative. The program was known originally under the slogan "Catch The Taste". During the last year the program theme was changed to the "Certified Fresh Maine Fish" program as a part of a larger programmatic change. The program has two basic components: (1) the Maine Fresh Groundfish Quality Control Program (Processors), and (2) the "Certified Fresh Maine Fish" logo merchandising program (Retailers & Consumers). The Division has primary responsibilities for the latter.

The supermarket program has undergone significant expansion during the last year, primarily through the addition of a 60-store chain in the metropolitan Philadelphia area. In northern New England there are a total of 62 retail stores participating with good prospects for increased participation. The Division has implemented a Seafood Retail Seminar to assist the retail trade in product knowledge, handling, merchandising and advertising. To complete this seminar the Division has developed a new Seafood Retail Training Manual, a Seafood Retail Operations Introduction Manual, and a Seafood Merchandising Manual. These manuals have been developed and tested with a major supermarket chain in the state and will be available to seafood retailers this coming year.

New Market Components: As a result of interest from restaurants, the restaurant association and processors, a pilot project was implemented in the beginning of July, 1984. The concept is consistent with the supermarket program-linking restaurants with certified Maine processors through a Maine identified quality product merchandising program. The restaurants component has 40 restaurants participating. 150 are anticipated to be involved by 1986. Interest by institutional accounts (hospitals) in the program opened an entirely new account during early 1985. This component has strong potential both in Maine and out of state.

In all cases: the retail stores, restaurants and institutional accounts, the suppliers of fresh groundfish products are Maine processors who are certified and inspected under the "Certified Fresh Maine Fish" inspection program. Thus the state's market development and promotion efforts are linked directly to those who benefit from the program.

Marketing and product development was continued on a variety of marine species. Direct participation by the Division in the seafood trade show in Boston and Chicago. The Division also participated in a number of other trade shows through the New England Fisheries Development Foundation. The Division aided and cooperated with the Maine Fishermen's Wives Association in a number of product demonstrations in the state. Information—The Division has available a selection of a number of seafood recipes, posters, and general information on seafoods that assist retail seafood outlets in educating their own store personnel as well as consumers in the purchasing, preparing, and cooking of seafoods. A total of 631,905 recipe pamphlets, booklets and posters were distributed during this past year. General Seafood Information and Photographic Materials is provided for news releases and feature stories. The Division's files on black and white photographs and color slides are in constant demand for distribution to the media, for use in illustration purposes at informal presentations, reproductions in reports, brochures, and encyclopedias. An Audio Visual Program which consists of three films, Two Faces of the Sea, Maine Harvesters of the Sea and Fresh is Best were continued to be distributed throughout the country by the Marketing Division. These films remain very popular with audiences.

Miscellaneous Activities: Other work as required was carried out, including numerous meetings with industry, state, and federal officials; preparations of reports, position papers, legislative briefs, etc.; cooperative work with state and federal agencies and the private sector; and activities involving a wide range of fisheries problems, such as the paralytic shellfish poisoning problem.

Industry Services Division. This Division was established within the Bureau of Marine Development to consolidate Department functions that are industry and resource oriented but do not emphasize research. Activities include the practical application of research findings, interagency coordination, shellfish sanitation, marine resource management and development, and education activities.

Environmental impacts are reviewed and processed for the following wetlands and stream alterations, waste discharge applications, highway construction proposals, rivers and harbors maintenance projects, port development, hydroelectric projects and petroleum development in both the offshore and coastal areas.

Programs within the Division currently include the following:

Shellfish Management: There are 101 towns on the Maine Coast where clams can be found in their flats in varied quantities. Forty-three towns have conservation programs and ordinances approved by DMR as mandated by state statute. The towns may determine residency requirements and regulate the numbers of harvesters, time, area and the amount and size of clams harvested. Programs and ordinances for the towns to manage their shellfish resources are developed by shellfish committees, town officials, diggers, dealers and other concerned residents in cooperation with DMR's four resource scientists functioning as area biologists along the entire coast.

Area biologists work with the towns in conducting clam population surveys, training personnel, and evaluating data gathered by town employees, students or others aiding the towns. The most effective and productive management methods used by towns in carrying out management programs have been the closing and opening, or rotation, of clam flats based on survey findings, and limiting the digging pressure, and the destruction of small clams by selectively controlling the number of diggers.

Limited transplating programs have been carried on in several towns using small hand-operated jet-type hydraulic dredges to collect small clams from heavily populated flats for relaying to depleted intertidal areas where growth and survival have been good. Meetings are held with individual towns and groups of towns in planning and implementing conservation programs.

Area Biologists: Area biologists review each application for construction and dredging ac-

tivity to be licensed by the Land Bureau of the Maine Department of Environmental Protection. The Bureau considers the effect of such projects on productive marine marsh and intertidal areas with populations both of commercial significance, such as clams, mussels and marine worms, and those that contribute in a more general way to the productivity of the coastal ecosystems.

Similarly, the area biologists inform the Water Bureau of the Maine DEP of the impact proposed licensed wastewater discharges may have for shellfish populations and anadromous fish runs. The Water Bureau is cooperating with DMR in halting unnecessary waste discharge proliferation and advancing pollution abatement to preserve and recover for general utilization those portions of the marine resources subject to the deleterious effects of water contamination.

The collection of shellfish and water samples are made for the analysis of bacteriological quality as a part of the Shellfish Sanitation Program. During the warmer periods of the year major assistance is given to the department's monitoring program to determine if clams, mussels, oysters, quahogs, and carnivorous whelks are being contaminated by poisonous marine plants, and if areas should be closed to harvesting. Lobsters, crabs, scallops and finfish are never included in such closures.

Consultation-type services are supplied to contractors and engineers planning projects that may have environmental impacts in the marine area.

Aquaculture Leasing: Rights to culture marine organisms in, on and under our coastal waters has been granted to 416.4 acres as of April 1984. New leases beginning in July 1983 to April of 1984 account for 206.4 of those acres, showing a growth of 70% over the previous years acreage of 296. Lease renewals have been granted to one applicant for 5 of those acres. Bottom culture accounts for 90.4% of the total acreage under lease, while suspended culture accounts for 8.8% of those acres.

The predominant species under culture in Maine is the blue mussel.

Water Reclassification Program: The purpose of the Water Reclassification Program is to develop a revised system for the classification of water within the State of Maine, based on recent water quality investigations.

The intent of such investigations should establish uniform procedures for classification of all waters of the State and provide additional protection measures for areas considered to be valuable due to their social, ecological, scenic or recreational importance.

Under a grant provided by the Department of Environmental Protection, the Department of Marine Resources was contracted to develop and implement a water quality monitoring program designed to provide the necessary data for the reclassification of marine and estuarine waters of the State.

It was further requested that the Department of Marine Resources, due to its expertise and management responsibilities for the marine resources, advise the Department of Environmental Protection as to the appropriate proposed classification for all coastal waters.

In order for the Department of Marine Resources to satisfy this request, a representative base line of current water quality conditions within the marine environment would have to be determined. Once the current water quality conditions were clearly defined, then the appropriate classification would be assigned to the existing water quality.

Under the second phase of the program, the Department of Marine Resources investigated water quality conditions within all marine and estuarine waters from Pemaquid Point, to and including Prospect Ferry in Prospect. Testing of water from stations in Winterport, Hampden, and Bangor was conducted during the sampling season's first half, before being assumed by an inland waters sampling crew.

Included within the study area were the major islands within Penobscot Bay—Islesboro, North Haven and Vinalhaven.

In addition to the 1984 study area; two sampling runs of the 1983 study area (Kittery to Pemaquid Point) were conducted to provide follow-up information to last year's results. The project is expected to continue through the fall of 1985 and will include sampling of all coastal waters.

Clam Reseeding Program: The Department of Marine Resources has developed a program to enable municipalities to better manage their flats. The primary objective of the program is to move seed clams from areas of poor growth to areas more suitable for the development, thereby maximizing the available resource.

During 1984 a floating hydraulic dredge developed by the University of Maine, Orono, for DMR was put into operation in the Brunswick area for testing. The area that was harvested

had received a heavy set of softshell clams in the summer of 1983. The tests were quite promising as the dredge was able to move about 140 bushels of seed clams in 20 days.

Other areas where the dredge has been used for transplanting programs are Harpswell, West Bath, Lubec and Machiasport.

Though there are a number of limitations on how and when the dredge can be used, transplanting seed clams can be a productive management measure for municipalities with shellfish conservation programs.

Seafood Quality Management Services: This is a continuing activity that provides technical assistance and consulting service as well as quality evaluation and inspection to the seafood industry. Three distinct programs were in force during 1983, i.e.: Shellfish Sanitation under the tripartate, cooperative Interstate Shellfish Sanitation Conference (formerly the National Shellfish Sanitation Program); Fish and Fishery Product Inspection and Quality Control under State/Federal Memorandum of Understanding with the Seafood Quality and Inspection Division, National Marine Fisheries Service, U.S. Department of Commerce (USDC); and the Maine Groundfish Quality Program (Catch The Taste). Staff responsibilities include evaluation and certification of shellfish shucking, shellstock shipping and depuration facilities and operations. All vehicles used for transporting shellfish plus three Controlled Depuration Plants were under evaluation and certification. Samples of shellfish, both shucked and in the shell, were under continuous evaluation. Cooperation with other departmental, state and federal agencies involved investigations, consulting and informational services.

The Fish and Fishery Product Inspection and Quality Control Program, in cooperation with the National Marine Fisheries, had one state employee assigned full time to perform inspection and quality control work under the federal program. State staff were trained and cross licensed by the federal government to carry out the requirements of this activity. One field staff assigned to the Shellfish Program was trained and licensed by National Marine Fisheries, to conduct lot inspection, draw and process samples, and to issue certificates of inspection and condition.

The Maine Groundfish Quality Program (Catch the Taste) has become formalized. Staff developed all forms and adopted criteria for evaluation of facilities, equipment, sanitation, product handling and quality and freshness of product. Other activity included preliminary evaluation of businesses interested in the "Catch the Taste" program, technical conference, consultation with owners and individuals in the scientific community, plus assistance in establishing a new on-boat/dockside quality assessment activity under the Maine Groundfish Association.

Management consulting service was also provided to the shellfish industry and many noncertified dealers during 1984. Technical assistance and information has been made available to both the seafood industry and to the public.

The Department licenses and monitors two controlled shellfish depuration plants in Scarborough, one in Searsport and one in York. In these plants shellfish (clams) harvested from moderately polluted areas are cleansed for forty-eight (48) hours in sea water sterilized by ultraviolet light.

During 1984, there were 20,000 bushels of clams harvested and depurated from twenty-three (23) moderately polluted areas in all coastal counties. This resource would have been totally lost to Maine's economy without the development of controlled depuration.

Marine Education: The marine education unit was established to help students, teachers and the general public gain a better understanding of our marine resources.

Curriculum enrichment programs, teacher workshops, field trip and in-classroom demonstrations were used to increase marine education activities in schools, K-adult. Supplemental curriculum materials and slide shows were also available for teacher/student use.

Several teacher field workshops were presented. A one week teacher course in marine resource education was conducted. In-school workshops were presented in five different regions to help teachers develop skills in a variety of marine topics and to help them introduce more marine information into their classrooms.

Curriculum consultation activities have helped many schools expand their programs to include marine education. Several schools have developed a "Sea Week" where every subject taught that week must include marine topics. High schools have participated in marine research projects in conjunction with the regional biologists.

Small groups, hands-on activity programs are much in demand in the area of marine biology, consumer education and fisheries information. A total of 23,606 students, 1,548 teachers and 706 other adults participated in formal programs. Approximately 1000 other teachers and adults

were involved in non-formal courses.

PUBLICATIONS:

Recipes from Maine

Lobster (8 panel pamphlet) single copy free—commercial establishments $6 per 100.
Mussels (8 panel pamphlet) single copy free—commercial establishments $6 per 100.
Seafood (6 panel pamphlet) single copy free—commercial establishments $4.60 per 100.
Shrimp (6 panel pamphlet) single copy free—commercial establishments $4.60 per 100.
Seafood Retail Operations Introductory Manual—Brief information in operating a seafood case. Excellent information for part-time employees. $2.50 per copy.
Harvesters of the Sea—The story of Maine's Commercial Fisheries (free)
Fabulous Feasts with Maine Seafoods—Free (supply limited)
Index of Publications (1964-July 1979) (free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	602,964	602,964				
Health Benefits	32,127	32,127				
Retirement	92,965	92,965				
Other Fringe Benefits	3,227	3,227				
Other Contractual Service	229,359	225,164	4,195			
Rents	2,101	2,101				
Commodities	96,815	27,672	69,143			
Grants—Subsidies—Pensions	74	74				
Equipment	52,163	52,163				
Interest—Debt Retirement	9	9				
Transfers to Other Funds	1,547		1,547			
TOTAL EXPENDITURES	1,113,351	1,038,466	74,885			

BUREAU OF MARINE PATROL

WILLIAM D. PINKHAM, CHIEF OF MARINE PATROL
ROBERT L. FOGG, Captain

Central Office: Baker Bldg., 98 Winthrop St., Hallowell *Telephone:* 289-2291
Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1978

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188P; *Citation:* 12 M.R.S.A., Sect. 6025

PURPOSE: The Bureau of Marine Patrol, formerly known as the Coastal Warden Service, is one of the oldest law enforcement agencies in the State and was established to protect, manage and conserve the renewable marine resources within the territorial limits of the State of Maine. Over the years the Legislature has expanded the areas of responsibility to the enforcement of other laws and regulations of the State of Maine. Personnel are authorized to enforce all laws of the State of Maine with primary emphasis on marine resources, the protection of life and property, and to arrest and prosecute all violators and serve all processes pertaining to those laws and regulations.

ORGANIZATION: The Coastal Wardens, so named in 1947, were originally established as Fish Wardens in 1843, and were appointed by the Governor and Council until 1917 when the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed

Commissioner of Marine Resources in 1973). The Bureau has been an integral segment of the Department throughout its existence.

PROGRAM: Within the span of two decades the scope of the Bureau's responsibilities have been widened to include many new areas of activity which fall outside the traditional needs of the fishing industry and the marine environment.

Some of the areas of responsibility of the Bureau include, under Federal laws, the Bluefin Tuna Act, Marine Mammals Protection Act, Endangered Species Act, Extended Fisheries Jurisdiction Management and Conservation Act (200-mile limit), cooperation with the Federal Drug Enforcement Agency, and work with U.S. Customs Agency, U.S. Secret Service, the F.B.I., Alcohol, Tobacco and Firearms Agency, Immigration and Naturalization Service, U.S. Coast Guard, National Marine Fisheries Service, and the Food and Drug Administration. Under State law, other enforcement responsibilities include criminal law activities, Boating Registration and Safety laws, search and rescue, environmental laws such as the Wetlands Control Act, Litter laws, Land Use regulations, and the Pesticide Control Act. Also included in Bureau of Marine Patrol responsibility is the Tri-State Shrimp Regulation promulgated by Maine, New Hampshire and Massachusetts under the authority of the Atlantic States Marine Fisheries Commission. Traditionally, the Department of Marine Resources' law enforcement officers have worked cooperatively with all other State, County and Municipal law enforcement agencies. Bureau of Marine Patrol personnel will continue to work closely with the U.S. Coast Guard and other law enforcement agencies at the local, state and federal level.

The Bureau of Marine Patrol uses military rank which is a standard part of other law enforcement agencies. This provides for better organizational structure, more efficient chain of command, span of control, and scope of supervision as well as improvement of management capabilities. The Bureau of Marine Patrol consists of the Chief, who is responsible for administration and management; a Captain, who is field Commander and assistant to the Chief. The State is divided into three field Divisions with a Lieutenant in charge of each Division. Each Division is divided into two sections with a Sergeant in charge of four to seven men. They are the first line supervisory personnel and also carry out special investigations and assignments. In addition, there is a Division of Watercraft and Special Services with a Lieutenant in charge. The Bureau operates a Cessna 180 seaplane for enforcement patrol, surveillance and search and rescue missions and also a fleet of 19'-22' inboard and outboard powered patrol boats strategically located along the coast of Maine. The patrol also has a dive team of 6 members.

Volunteer Marine Patrol Officer. This is limited conservation work in the Bureau of Marine Patrol.

This employee assigned to work with and under the immediate supervision of Marine Patrol personnel and to provide assistance to the Marine Patrol Officer. Good physical condition is essential in performing the duties efficiently since most of his time is spent out-of-doors under varied climatic conditions.

The most important aspect of this job is in assisting in the enforcement of Marine Resources Laws.

Training Officer. Training Officer for the Department of Marine Resources, Bureau of Marine Patrol. This Officer will also be responsible for the training of Municipal Conservation Wardens under the new 2" Clam Law.

Marine Patrol Officer Program. New Marine Patrol Officers are assigned to work with an experienced Officer for a period of 3-6 months for indoctrination and a probation period after which they are sent to the Maine Criminal Justice Academy at Waterville for a 12 week Basic Law Enforcement Course. This is followed by an intensive 3-6 week training session at our Research Station at Boothbay Harbor in Department of Marine Resources laws and other Department functions. This part of the training also includes boating safety and boarding techniques. The Officer then starts to work alone being assisted by the adjacent Officer and the Sergeant. In-service training seminars are provided during the year for all Marine Patrol Officers.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE PATROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,030,282	991,096	39,186			
Health Benefits	61,355	59,369	1,986			
Retirement	339,846	330,982	8,864			
Other Fringe Benefits	13,015	12,775	240			
Other Contractual Service	245,399	245,399				
Rents	11,807	11,807				
Commodities	42,209	42,209				
Grants—Subsidies—Pensions	1,349	1,349				
Buildings and Improvement	27,223	27,223				
Equipment	100,778	100,778				
Interest—Debt Retirement	75	75				
Transfers to Other Funds	1,060		1,060			
TOTAL EXPENDITURES	1,874,398	1,823,062	51,336			

BUREAU OF MARINE SCIENCES

RICHARD W. LANGTON, DIRECTOR

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Mail Address: Statehouse Sta. #21, Augusta, Maine 04333

Established: 1946

Reference: Policy Area: 01; *Umbrella:* 13; *Unit:* 188S; *Citation:* 12 M.R.S.A., Sect. 6021

PURPOSE: The Bureau of Marine Sciences was established to provide a scientific basis for the rational use of the marine and estuarine resources of the State of Maine. The primary responsibilities of the Bureau are to conduct and sponsor scientific research, to develop management programs for the marine and estuarine species under the jurisdiction of the state; provide advisory services to agencies of state, federal and local government; provide information and technical assistance to all segments of Maine's commercial and recreational fishing industry; and to provide information and education services to the public.

ORGANIZATION: The Bureau of Marine Sciences was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The Bureau incorporates a number of research programs and has been organized into three divisions: Administration and Support, Population Ecology and Resource Services.

PROGRAM:

Administration and Support Division. The Division of Administration and Support is the support group for the Department's Fisheries Research Laboratory located on McKown Point in Boothbay Harbor. The laboratory is the only major fisheries research laboratory in the United States that is located on the Gulf of Maine. The laboratory complex consists of 17 buildings situated at the tip of a peninsula. Facilities include two piers, two separate wet labs with running seawater systems, a number of research vessels including 13 small boats, a small dragger, and an 83-foot research vessel for offshore work. Wet lab facilities include adequate tank space for research on a wide variety of boreal plants and animals. A SCUBA team of nine works with various projects as needed.

The Laboratory has an aquarium that is open to the public and features displays of marine fish and invertebrates of the Maine coast; a hands-on tide pool and a seal pool are aquarium features enjoyed by visitors and are great favorites with visiting school groups. There is a small, but specialized, library with more than 2,000 books and monographs and approximately 500 serial titles. One section of the library is devoted to information on fishing gear, gear technology, and fisheries production and is available to the fishing industry. The fishermen's lending library operates by mail and is a part of the communication and education work of the Department.

Other facilities include a 14-vehicle motor pool, with carpentry and machine shops for gear servicing, fabrication, and the repair and maintenance of boats, vehicles, and marine engines. The laboratory is equipped with computer terminals linked to the University of Maine's IBM 370 computer. There are a large array of software programs and four terminals including CRT interactive terminals, a high speed printer, disc storage, and plotting equipment. A large proportion of the research programs at the Laboratory utilize the computer equipment and there is an ongoing computer training program for all of the staff. A word processor and operator are available to serve Bureau needs.

UMO/DMR Joint Position in Population Dynamics. The University of Maine, Orono, and the Department of Marine Resources share the cost of one joint faculty appointment. This is a research position based at the Marine Resources Laboratory in Boothbay Harbor with a teaching commitment at the University campus in Orono. Teaching and student advisory activities at the University are conducted through the Zoology Department and the Oceanography Program. Two courses were taught in 1985: 1) a graduate course, Fish Population Dynamics, and 2) an undergraduate course, Oceanography Today. Two Master's Degree students in Zoology are currently working on larval herring ecology and the recruitment variability of the Gulf of Maine herring stock.

Research was conducted on the dynamics of larval herring production in eastern Maine coastal waters during 1984-85. The project is partially supported by the University of Maine Sea Grant program and is a collaborative effort of the Department of Marine Resources, the Bigelow Laboratory for Ocean Sciences, and the University of Maine. The major goals of this project are: (1) to determine the importance of the eastern Maine spawning ground for Maine's herring fisheries; and (2) to provide information on factors which affect the dispersal, growth, and survival of larvae produced in this location. This research program is also intended to complement the Department's inshore larval herring sampling program and therefore provide additional information for use in forecasting the abundance of two-year old herring available to the sardine fishery. Field work was conducted in August and September of 1984. Accomplishments included: (1) a survey of larval abundance, chlorophyll and nutrient concentrations, and zooplankton abundance between the Grand Manan Channel and Mt. Desert Island; (2) the location of herring egg beds in the vicinity of Machias Bay; and (3) sampling to determine the vertical distribution of herring larvae and their potential zooplanktonic predators over an egg bed. Sample analysis and data processing were carried out in the laboratory. Hydroacoustic equipment useful for estimating the distribution and biomass of adult herring was tested in collaboration with personnel from the National Marine Fisheries Service and the Charles Draper Laboratory in Cambridge, Massachusetts. Characteristics of herring spawning beds in eastern Maine were studied during a dive aboard a research submersible in June 1985. This work is supported by the National Undersea Research Program at the University of Connecticut and is part of a long-term UMO/DMR/Bigelow study of benthic productivity in the Gulf of Maine.

Additional herring research activities included: (1) the development of a multiple regression model for predicting the rate of gonadal maturation of female herring from the Jeffreys Ledge area (southwestern Gulf of Maine) as a function of time of year and size; and (2) the compiling of historical information on environmental conditions in the Gulf of Maine which may affect herring year-class size. The regression model was used to predict the dates of complete maturation for herring of different sizes collected in 1978-82 and has provided information which proved useful in establishing closure dates for protecting aggregations of adult herring which spawn in Maine waters. The objective of the second project is to provide a basis for predicting recruitment and catch in the Maine sardine fishery from variations in environmental factors.

Gulf of Maine Ecosystem Modeling: The modeling work done for this project was organized as two complementary tasks. The first model considered the Gulf of Maine as a whole in all its complexity. The goal of this work was to assemble a database and formulate a cogent, documented, model of the ecosystem that emerges from our present knowledge of the Gulf of Maine. The second task was to define a model format within which the diverse aspects of individual commercially important species could be examined. This model was structured to combine the biology of an individual species and its ecology into a system model that considered the fishery as an ecological whole.

Progress was made during the past seven months toward completing the Gulf of Maine model. A literature search was begun on every aspect of the Gulf of Maine ecosystem. The categories within which the references were organized are physical forcing functions including

long-term climatic effects, solar insolation, tide, wind, runoff, and currents; physical and chemical components; and biological components including phytoplankton, zooplankton, benthos, pelagic and demersal fish. In addition, literature has been collected on trophodynamic relationships and multi-species and ecological fishery models. A preliminary diagram of the feeding habits of juvenile fish was constructed which indicated that euphausids are a key species in the Gulf of Maine food web. An aggregated ecosystem model was constructed and evaluated. The aggregated model included state variables for fish, zooplankton, benthic invertebrates, nitrogen, detritus and kinetic energy. The harvest of fish was included driven by prevailing market prices. The model is forced by sun, tide, wind, rain, runoff, and currents. All numbers are preliminary and the model has not been simulated.

The scallop fishery in the inshore areas of the Gulf of Maine was taken as an initial case for the construction of a model format combining species biology and ecology into a whole system model. The existing knowledge of the biology and ecology of adult, larval, and juvenile sea scallops was collected from the literature and organized into four submodels which were designed to be coupled in simulation to form a single model. Areas where additional information about sea scallops was needed were identified in the course of the model building process.

Population Ecology Division.

Lobster Research: In order to monitor the condition of the Maine nearshore lobster fishery and to have the necessary information to manage the fishery on a scientific basis, we have continued our lobster port sampling program which began in August 1966. During 1984, the sampling crew collected catch and effort data from 302 boats fishing for 49 randomly selected lobster dealers. The total catch weighed almost 16 tons and was comprised of 26,653 lobsters, averaging 1.19 lbs. in weight. Following are some of the findings resulting from the survey:

1. the 1984 catch-per-unit effort values of 0.56 lbs./trap-haul and 0.16 lbs./trap-haul-set-over-day are about 20% lowr than 1983 figures reflecting the 11% reduction in 1984 landings compared to the 1983 catch;
2. sampled lobsters had an average carapace length of 88.5 mm (3½ in.) and weight of 553 g (1.2 lbs.) with an average price of $2.98 for hard-shells and $2.34 for soft-shells (a 6.8% increase over 1983 ex-vessel prices;
3. newly recruited lobsters (81-92 mm CL) comprised nearly 82% of the total catch;
4. 5.1% and 3.8% of the lobsters examined were missing one or both claws and had regenerative claws, respectively;
5. 39.5% of the lobster traps were constructed of wire; and
6. 75% of the catch was soft-shelled lobsters.

Since August 1979, we have been conducting a tag-recapture study with sublegal-sized lobsters for the purpose of improving our understanding of the juvenile lobster's growth, movement, and other biological characteristics. Throughout the past five years (1979-1984), 7,144 lobsters have been tagged and released, of which 473 legal-sized tag recaptures (74 in 1984) were reported by fishermen, while research personnel collected 700 different tagged lobsters (exclusive of multiple recaptures) with nonvented wire traps, SCUBA, and by hand at an intertidal sampling area during low spring tides. Almost all the research recaptures were smaller than the minimum legal size.

Movement of legal-sized tag recaptures reported by fishermen has been undirected and rather minimal. The majority (63%) of lobsters was caught within one mile of the release site; 90% of the returns traveled less than 4 miles; and only one lobster, a 2¼ lb. female caught 100 miles southwest in Massachusetts Bay, wandered more than eight miles.

Additional activities of the Lobster Research Program personnel have included:

1. Participating with University of Maine and Maine Lobstermen's Association representatives in planning and implementing the second year's tag and release of 2,000 lobsters (3½ in. CL), and preparing a paper of this study's findings for presentation at an International Lobster Recruitment Workshop;
2. Assisting National Marine Fisheries Service (NMFS) scientists in the second year of an undersea study of the offshore lobster population in the central Gulf of Maine, using the research submersible, JOHNSON-SEA-LINK, from 13-26 July 1984;
3. Assisting NMFS scientists with the procurement and tag and release of lobsters in offshore waters;
4. Reviewing scientific papers for various journals;
5. Lecturing to students, science teachers, and an adult education class;
6. Furnishing information and advice to industry members regarding lobster shipment and

storage, establishing new seawater systems and trouble-shooting existing systems;
7. Discussing and distributing literature on the findings of our lobster research with legislators, fishing industry members, Canadian and U.S. scientists, radio-T.V., and newspaper reports, and the interested public; and
8. Presenting testimony to the Marine Resources Legislative Committee on the benefits of increasing the minimum size;
9. Collecting and analyzing incidental data on the various commercially important species of crabs inhabiting Maine waters.

HERRING: Fishery Studies: This project is a consolidation of two previously existing contracts, the herring age and growth studies and herring catch and effort statistics. Funding continues to be part of a grant from the National Marine Fisheries Service, Regional Office, Gloucester, Massachusetts. This project is of concern to both the state of Maine and the federal government in their attempts to understand and manage the herring resource.

Herring catch and effort statistics involves the collection and maintenance of herring statistics and herring sampling data from the juvenile and adult fisheries of the coast of Maine. This program has operated since 1947 at the Boothbay Harbor facility and is considered vital to the Maine sardine industry. The herring statistics and sample data are essential for the conservation and management of the herring fishery in the Gulf of Maine.

The system involves annual and monthly tabulations of data; coding and preparation of the data for processing at the NMFS, Northeast Fisheries Center at Woods Hole; coordinating information with federal port agents and state sardine inspectors; collecting samples and adult herring data; updating historical tables of herring catches; initiating the weir survey for Maine coastal wardens; gathering adult samples for special studies of spawning herring; managing freezers at sardine plants; supplying inspectors with sample boxes, envelopes and catch cards; collecting herring tags for the herring tagging program; making quarterly and annual reports of the fishery; and publishing a research document yearly.

The Maine landings of herring for 1984 were 21,720 metric tons. The purse seine was the dominant gear accounting for 98.0 percent of the catch. Stop seines and weirs accounted for 0.7 percent and 1.0 percent, respectively. The remaining 0.3 percent was taken by trawls. The sampling program collected 141 samples in 1984. In addition, 6 special samples were collected for use in implementing spawning closures.

Age and growth involves biological monitoring of all commercial herring catches in New England, and processing of samples from the winter cruises conducted by the Northeast Fisheries Center. Samples are processed for lengths, weights, sex and stage of maturity, gonad weight and age composition. In addition, right pectoral fin ray counts are done on the research cruise samples, to aid in stock discrimination work. All data are sent directly to NMFS, Woods Hole, for keypunching and storage on their computer. The State keeps copies of the data for use in management decisions, and also eventually receives biostatistical computer runs giving the age composition of the catch in tons and numbers of fish, and copies of the computer tape containing the sample data. The combination of information from the commercial catches and the cruises form the basis for the NMFS herring assessment.

Effort on a herring parasite study was limited to data analysis and preparation of a draft of a paper. This work has been funded in part by the NMFS Sandy Hook Laboratory in Highlands, N.J.

In addition to the above work on herring biology, the project leader is designated as the DMR's principal industry contact for herring management purposes; writes the Maine herring management plan and/or regulations; attends assessment and management meetings and hearings.

HERRING: Assessment and Prediction of Juvenile Abundance: Larval herring are sampled annually during the autumn, winter and spring. In autumn and winter, larvae are collected using buoyed and anchored nets in the Sheepscot estuary of central-western Maine and in the Sullivan Harbor embayment of eastern Maine. The nets strain the larvae from the flowing tidal waters at night when they cannot see to escape. Spring sampling in eastern, central and western Maine includes coastal and inshore stations and is conducted with high speed trawls necessary to capture the larvae during daylight. These two gear and another towed gear were used to continue studies of the distributions of larvae over egg beds in eastern Maine. To obtain assistance, we supervised undergraduate students and volunteers in studies related to our work. The project leader is a member of the Advisory Committee to the New England Management Council. The project specialist served on the diving team of the Laboratory, assisting various other projects.

Goals: To determine the population dynamics of larval herring, especially those aspects

influencing fishery harvests and reflecting the size of spawning populations.

To forecast recruitment to the sardine fishery of Maine and to identify possible crises in the spawning populations.

To provide resource managers with biological information on herring that may be helpful in developing regulations for the Maine herring and accommodations with regulations of other states and foreign countries.

Forecasting Recruitment: Forecasting is based on identifying population characteristics of a given larval year class, noting when these characteristics occurred for previous year classes, and using recruitment from these previous year classes to form a forecast. (A year class includes all those larvae hatched in the same year, usually in autumn. Recruitment occurs when fish grow large enough to be captured and marketed by the fishery.) The forecast for recruitment to the 1984 sardine fishery for 2-year-old herring ranged from 6,514-11,153 MT and 113-248 million fish. This estimate indicated a poor harvest. The results of the harvest were 4,988 MT, even poorer than anticipated. We have six years of forecasts that may be compared to harvests. Their accuracy may be expressed as a percentage of the harvest. For forecasts of tonnage, the success was 70.5% on the average, with a range of 51-99%. Forecast of numbers averaged 75.5% with a range of 65-84%. In 1982 and 1983 forecasts of tonnage were in the 90th percentile and those of numbers in the 80th percentile. This is a good record, but problems arose during two years when attempting to forecast large harvests; because we could not find larval year classes with similar characteristics from which to obtain a recruitment estimate. However, we anticipate that the harvest of 1985 will be much better than in 1983 and 1984, although we cannot be certain how much it might be below or above the preliminary forecast of 21,037 MT and 877 million fish.

Assessment: No attempt is made to estimate the relative size of the spawning populations along the coast. Rather, a vigil is kept concerning possible extreme fluctuations indicated by unusual changes in larval production. It is assumed that the general low in larval production begun in 1978 reflects a marked decrease in adult spawners along the coast. It is likely that the low larval production of 1981 and an absence of late spawning contributed to the very poor harvest of 1983. Analyses on the 1983 larval year class are indicated a much better harvest in 1985, but we cannot be certain whether an increase in spawners was associated with the increase in larvae.

Resume of Research: A recent publication of this project suggests to herring managers of coastal Maine that it may be necessary to understand the ecology of individual spawning groups. Each spawning ground may have a slightly different recruitment mechanism. A paper was given at a meeting in May 1984 which presented measurements of the growth, mortality and rate of transport by larval herring. A positive correlation between growth and mortality suggested that predators were selecting small and slow growing larvae from the larval aggregations. A Sea Grant study of the egg beds and their resultant larvae in eastern Maine was continued as a cooperative effort of DMR, UMO and the Bigelow Laboratory. Results of this study when combined with the data routinely collected by project personnel, made it possible to construct a figure depicting the range of the coastal herring spawning period and those times when spawning was most intense. This was submitted to managers to provide additional information for establishing spawning closures.

Environmental Physiology: A number of projects are currently underway, all designed to elucidate the effects of environmental parameters on the ecology and physiology of commercially important Gulf of Maine invertebrates.

A controlled temperature apparatus is currently being installed in the wet lab facility and allows us to maintain seawater at constant temperatures throughout the year. This unit is currently being used to maintain *Pandalus borealis.* Initial studies were undertaken to measure the energetics of shrimp larval development and these studies will be continued during the next season. It planned to relate these studies to field conditions which could prove detrimental to the larval shrimp. Studies are also planned to maintain larval shrimp in the lab on a variety of diets (algae, brine shrimp and a combination of algae and brine shrimp), again to determine optimum food levels and food preferences which might affect growth and survival of shrimp larvae. These data will provide understanding of energy flow through shrimp populations and further our goal of being able to predict shrimp stock size in the Gulf of Maine. A comprehensive bibliography and a synopsis of the available data on the pink shrimp has been published.

A study is underway to determine the behavioral and physiological effects of *Gonyaulax tamarensis* on bivalve molluscs. This study includes measurement of differential feeding rates,

ingestion and digestion rates and egestion in 10 species of bivalves as well as studies of the effect of *G. tamarensis* on oxygen consumption, shell valve activity and heart rate. It has long been assumed, without any experimental evidence, that bivalves are unaffected by *G. tamarensis*. In spite of a number of references to the contrary, it is still stated quite frequently and usually dogmatically that dinoglagellate toxins have no effect(s) on the general well-being of the host bivalve molluscs. Our experiments indicate that in the presence of *G. tamarensis* molluscan responses are species-specific and various combinations of the following responses are seen in individual species; shell valve activity is altered; oxygen consumption rates increase/decrease; heart rates become erratic; byssus production in mussels is reduced; and filtration rates decreased/remained unchanged. The filtration studies have concentrated on the selective feeding capabilities of various species of bivalves and the results again indicate that the responses are species-specific. Various combinations of preferential ingestion, digestion and egestion of various phytoplankton species have been demonstrated. This work was presented at the 3rd International Conference on Toxic Dinoflagellates in St. Andrews, Canada and has resulted in four scientific publications.

A seasonal study of changes in energy reserves and metabolic rates in *Placopecten megellanicus* is underway in an effort to determine the factors responsible for the differences observed between 'inshore' and 'offshore' scallop opoulations. In all measures of comparative size between inshore and offshore animals, the inshore scallops prove to be significantly more robust. They have heavier shells, larger tissue mass and show a larger difference in gonad size between pre-and post-spawning condition. The inshore scallops show a decreased gonad weight in winter and an increased muscle weight which is to be expected from post-spawning glycogen accumulating in the muscle. The offshore scallops show a decreased gonad weight in winter but also show a decreased muscle weight which may indicate a lack of food. This glaring difference in muscle weight as well as the previously mentioned differences beg the question of difference in available food and the availability of energy for growth and reproduction and studies of food availability and feeding are currently underway. Levels of glycogen lipid and protein and caloric content of individual tissues will be measured on previously frozen samples. This work is aimed at the construction of a complete energy budget for both populations in an attempt to isolate those factors responsible for the already observed differences between the groups. Results of this research were presented at the 5th International Pectinid Workshop held in La Coruna, Spain and at the Maine Medical and Biological Sciences Symposium.

A study is underway, in a collaborative effort with the University of Maine, to monitor physiological differences between various shellfish stock developed through polyploidization. This project is partially funded through Sea Grant and is designed to elucidate the physiological mechanisms responsible for the increased growth rates noted in polyploid oysters and clams. A paper was presented at the Maine Medical and Biological Sciences Symposium and at the National Shellfisheries Association.

Finally, we are currently trying to develop a nerve assay to be used in the detection of low levels of *Gonyaulax tamarensis* toxins. The assay will detect levels as low as 10^{-10} grams per ml and may provide a means for predicting potential red-tide blooms prior to their appearance.

Marine Worm Research: The objective of this research is to understand the biology, ecology and population dynamics of marine worms in an effort to effectively manage this fishery for maximum yield.

The marine worm project has completed much of the field and data collection for several ongoing studies.

All field data from the preliminary reseeding/tagging project in the Wiscasset region have been collected and are being evaluated. Tagged individuals are identified, tags removed, read and recorded along with other pertinent information such as where worms were recovered, etc. Preliminary results show a surprisingly high number of tagged recoveries along with some useful anecdotal information.

Ryder Cove, Islesboro, the site of growth and age experiments, was extensively sampled for the recovery of tagged worms. This was the final step in a one-year study to determine seasonal and annual growth rates as well as year class structure for the bloodworm, *Glycera dibranchiata,* in that area of the coast. Smaller untagged worms were encountered, indicating that tagged worms either died or migrated from the area, possibly supporting the winter migration theory. Wet weights were taken from all worms dug so as to ascertain the population structure of that cove. Gut contents of approximately 500 worms remain to be examined. Currently, all data are being analyzed and a manuscript is being prepared for submission to a scientific journal.

Dr. William Soule's fertilization study was completed. A change in the experimental design

was initiated since the operational premise was of an optional amount of organic matter in the sediments for bloodworms. A total of ten 1 m x 1 m plots had varying amounts of organic matter introduced and then were allowed to "season" for one month. At the end of this time, 4 binary coded microwire tagged worms/plot were released. One month later, the area was dug to determine if the worms chose a particular plot or were repulsed by others (i.e. too high or low concentrations). The following parameters were sampled: organic content and particle size of the sediment, interstitial salinity, pH, and biota present. A research reference document has been prepared as a summary of the data.

In response to a dealer's concern over the poor quality of bloodworms dug from a particular location during the summer of 1984, we conducted experiments to determine if this could be due to pesticide/herbicide poisoning. Upon reaching the cellar, the bloodworms appeared heat-stressed; however, diggers from that area alerted us to the fact that the area had been sprayed prior to the problems with the worms. Spruce bud worm spray and blueberry spray were tested on bloodworms. Using maximum concentrations, no mortalities were suffered. Presently, we are varying concentrations and exposure times to determine what effects these sprays do have on bloodworms and sandworms.

The 1983-1984 winter was relatively mild in the sense that a lot of our study areas have been icefree. This allowed us the opportunity to examine physical and chemical parameters of the sediments (organic content, salinity, °T, grain size) in the Wiscasset region. Random mud samples were taken from different study areas, screened to remove the biota and identified. The more information we have about what makes a "good" or "bad" flat the better: these data, even though they may individually seem insignificant, fit into an overall picture.

We were asked by a group of diggers to look into the rationale for the "Sunday digging prohibited" regulation and have reported back to them.

Another question addressed during 1984 is what damage if any is done to the flats during the winter months by commercial diggers. This is of growing concern because demand throughout the year has increased with new markets.

Landings data have been brought up to date to check if winter landings have increased noticeably over the past few years because of the warmer temperatures and increased market demand. Landings for the months December, January and February are still less than 10% of the year's total.

A variety of laboratory projects have continued and/or were undertaken, such as burrowing experiments and growth comparisons.

Many inquiries about marine baitworms were responded to with a brief pamphlet discussing the history, growth, commercial and scientific aspects of the industry.

Feeding studies have been initiated in conjunction with the determination of energy and metabolic requirements of *G. dibranchiata.*

EARLY LIFE HISTORIES: Groundfish and Shrimp: The Department has conducted winter plankton surveys in Sheepscot Bay since 1978 as part of a broad research program designed to investigate the relationship between *Pandalus borealis* and its environment as it might relate to the observed severe fluctuations in year class strength. The approach has been to combine laboratory experiments, where larvae were fed various kinds and quantities of food under controlled conditions, and field studies which examine laboratory derived hypotheses under natural conditions. To date, results have suggested that the normally low density of zooplankton food that is present in Sheepscot Bay during the early development stages of *Pandalus borealis* is augmented by a phytoplankton bloom of *Thalassiosira sp.*, the timing and density of which may be critical to the survival of the shrimp. Laboratory and field investigations will continue to further define the role of phytoplankton as food for larval shrimp.

In 1984 the winter plankton survey was extended through October for the purpose of collecting fish eggs and larvae in Sheepscot Bay. By monitoring the seasonal abundance and development of ichthyoplankton in relation to the food supply, we hoped to improve our understanding of what is required for survival during the early stages of development for the economically important species that spawn in the Bay. This effort will also help us evaluate coastal embayments, such as the Sheepscot, as spawning and nursery areas for many of the fish species in the Gulf of Maine.

Twenty five species of fish larvae and samples of their potential food supply were collected on 19 sampling dates during 1984. Among the species represented, a number were of commercial importance: herring, winter flounder (blackback), American plaice (dab), witch flounder (grey sole), cod, pollock, hake, and redfish. The 1985 sampling season is not yet completed.

Two preliminary conclusions can be drawn based on our sampling to date. First, it ap-

pears that the fish larvae in the area can be divided into two groups; those in the first group hatch from demersal eggs (eggs that are attached to the bottom) and remain in the estuary during larval development, those in the second group hatch from pelagic (floating) eggs which are probably flushed out of the estuary and develop in the coastal waters of the western Gulf of Maine. To the former group belong the commercially important herring and winter flounder, to the latter group belong many of the groundfish species, e.g. cod, American plaice, and hake. Secondly, the food supply for the larvae that do depend on the waters of the Sheepscot and its environs for development is available in quantity only during intermittent pulses, suggesting that the timing of the food pulse with the occurrence of the larvae may be important for their survival.

Commercial Groundfish Sampling: A commercial groundfish sampling program was initiated during the summer of 1984. The primary objectives of this initial study period, were to (1) interview groundfish dealers and landings facilities operators and determine how and when the groundfish harvest was landed (2) develop the procedures required for the collection of biological data and for boat interviews (3) test and evaluate the sampling procedures and redesign them where appropriate, and (4) implement a limited sampling program with careful accounting of the costs involved.

Between 6/20/84-10/30/84, appropriate procedures for the collection of biological data and boat interviews, were developed, tested, and redesigned after it was determined how and when the groundfish harvest was landed. A limited sampling program was initiated and 62 samplings from 10 commercial species were obtained from 35 boats in 24 ports. The cost effectiveness of the commercial groundfish sampling program was calculated from the costs incurred from meals, transportation, and miscellaneous expenses. We estimate that sampling was accomplished at an average rate of $60.00/trip.

Between 10/30/84-present, a method of determining and recording the total lengths of headless white hake *(Urophycis tenuis)* landed at commercial unloading sites was developed and a manuscript explaining the method was submitted for publication. Studies addressing a similar problem with halibut *(Hippoglossus hippoglossus)* and monkfish *(Lophius americanus)* were also initiated. Another study dealing with length, weight, age, growth, fecundity, and size at maturity for yellowtail flounder *(Limanda ferruginea)* from a small localized population in the immediate vicinity was also started. The limited sampling program for groundfish was also continued.

ALEWIVES: Population Biology and Management: During 1984/85 the project continued research on the long term objectives which include monitoring catch, escapement and production levels for the Damariscotta Lake alewife stock; determination of the spawning stock densities required for maximum production of juvenile emigrants; and the development of a population model of the dynamics of anadromous alewife stocks.

In addition to the research work the project staff designed, and assisted in the construction of, a new reinforced concrete section of the Damariscotta fishway. A number of other fishway modifications were made to permit greater flexibility in managing fish passage.

In 1984 we made the first attempt to manage juvenile alewife emigration during power turbine operations. One of the major problems for the Damariscotta Lake alewife stock has been the high juvenile mortality rate associated with turbine operations; in some years power generation at certain times destroyed up to one third of the annual production of juvenile alewives and no successful screening or diversion devices have been found. Termination of all turbine operations during the summer and early fall seemed to be the only solution and has been used during the past five years. Although this solution preserved alewives it did not manage lake water levels well nor did it permit the profitable production of electric power.

Our studies on the behavior of emigrating juvenile alewives suggested that they would not enter a turbine intake at night. With the cooperation of the dam owner we scheduled turbine operation during the emigration period so that power was generated between 10:00 p.m. and 3:30 a.m. The experiment was successful and turbine operation during the summer resulted in only minor mortalities of juvenile alewives. For the first time since the construction of the power station at Damariscotta Lake the juvenile alewife emigration was not significantly affected by power generation. Further modifications to the technique will be studied during the summer of 1985.

Resource Services Division.

SHELLFISH: Paralytic Shellfish Poisoning: Mussel and clam samples are collected from 18 primary sites and 200 secondary sites each week to differentiate the presence and absence

of paralytic shellfish toxin. This extensive sampling assures the public of safe mussels and clams. 1984 was a low intensity PSP year. Increased industry cooperation has lessened the impact of PSP closures. In 1984, 3,348 samples were processed using 12,600 mice in the bioassay.

Recent advances have been made by the FDA in the use of high pressure liquid chromatography (HPLC) in the development of a chemical test for PSP toxins. This method, if accepted, would not only be cheaper to run but would give more accurate results. This method would replace the mouse bioassay. In anticipation of acquiring the necessary equipment, Maine has an interim agreement with the F.D.A. concerning the use of HPLC for screening shellfish samples for the presence of P.S.P. This method will reduce the cost of analysis. HPLC will also allow for the differentiation of the various toxins and will thus give information not available by the mouse bioassay.

A program to survey the winter distribution of resting cysts of the toxic red tide dinoflagellate *Gonyaulax tamarensis* var. *excavata* was initiated by Bigelow Laboratory for Ocean Sciences in 1977 and has been conducted by DMR since 1980. The initial objectives of this study were: (1) to determine if the specific objectives of this study were: (1) to determine if the specific locations of resting cysts in intertidal sediments of coastal Maine could be useful as a predictive tool for pinpointing future geographic locations of shellfish intoxication; and (2) to establish a biographical baseline record of this species.

During the winter 1982-83, 159 samples were collected at DMR primary and secondary paralytic shellfish poison stations and other sites between Kittery and Eastport for analysis of the presence or absence of cysts. Data derived from this and the previous five years' surveys do not show a consistent positive correlation between toxin rise in shellfish and the presence of cysts, and therefore this type of study is not of predictive value to Maine's established PSP monitoring program. A research paper which describes this work was published. Survey results from 1977 to 1983 were compiled as a Research Reference Document to record and illustrate the species' biogeography.

Samples for the 1983-84 distribution survey were collected at 158 presence/absence of cysts. Samples for 84-85 survey are currently being collected.

A research paper published in Toxicon describes the seasonal persistence of resting cyst toxicity in the dinoflagellate *Gonyaulax tamarensis* var. *excavata.*

Marine Pathology: Responsibilities of the pathology unit include: (1) determining the geographic distribution and prevalence of fish and shellfish diseases in Maine and identifying emerging disease problems, (2) examining imports of live marine organisms to assure that importation will not be detrimental to Maine's indigenous marine life, (3) diagnosing diseases in marine organisms that are submitted for examination by the commercial fishing and aquaculture industries, other DMR projects, the private sector, and other laboratories (4) investigating new diseases to determine their impact on commercial fisheries (5) teaching college and high school students (summer and work-study) the latest diagnostic methods in marine pathology.

Endemic Survey: During the last fiscal year we examined mussels from Bailey Island, Cape Elizabeth, Friendship, Jonesport and Searsport and soft-shell clams from Brunswick, Cumberland, Damariscotta, Dennys Bay, Friendship, Hallowell Island, Isle of Springs, Portland, Port Clyde, Searsport, Wiscasset and York.

Our routine endemic survey of shellfish diseases is winding down. We have prepared over 3,500 microscope slides from thin tissue sections of shellfish collected from 44 areas along the Maine coast, from Eliot to West Quoddy Bar, since 1979, so we have accumulated an extensive knowledge of the diseases, abnormalities and parasites present in our native shellfish populations. Our emphasis during the next year will be on investigating new diseases such as MSX in the American oyster, bacterial abscesses in scallops and neoplasms in clams.

Cancer in soft-shell clams: A neoplasm (new growth) that meets all the criteria for a malignant, cancerous condition called a sarcoma by some pathologists and leukemia by others, was found in a routine sampling of soft-shell clams from the Damariscotta River and Friendship areas and in clams submitted for examination by a clam digger from Montsweag Brook in Wiscasset. Further sampling revealed at least 9 locations with severely affected clams from Portland to Lubec. Two areas sampled south of Portland were negative. More areas will be sampled south of Portland to determine if this condition occurs in clam populations in southern Maine.

This canceorus condition was first diagnosed in clams in 1971, after an oil spill at Long Cove, Searsport, Maine. It was diagnosed again in 1972, in Harpswell, Maine after a jet fuel spill in that area and in 1980 in Dennysville after a herbicide spray drift accident in 1979 in

that area.

This condition has been found to affect two major areas of the clam's anatomy, the gonadal or reproductive system, and the haematopoietic, or blood system, where the neoplastic cells go through the bloodstream and affect different areas such as the gills, digestive tract, the foot, and other organs. Certain clam populations are noted for having only one type of neoplasm, such as the population at Searsport where only the gonadal neoplasm is found. Some areas such as the Damariscotta River have only haematopoietic neoplasms. Other populations have been found to be affected by both types of neoplasms, such as the Hardscrabble River in Dennysville, Maine.

The causative factors for this condition have not been determined, but a virus has been isolated from neoplastic clams at the University of Rhode Island. And, clams from Long Cove, Searsport, Me., held in captivity at the Oxford, Md. pathology lab, progressed from early to advanced stages of the neoplasm with a 40% mortality during the five month period (December 1983-May 1984). Therefore, it is questionable whether clams should be indiscriminately moved from one area in Maine to another until we know more about the prevalence of this disease along our coast. We should also determine whether this condition kills clams in the wild and if tissues of severely affected clams contain levels of herbicides, pesticides, etc. that may be harmful to human health.

Imports: Two requests were received to examine potential imports of oysters from New Hampshire. The oysters were found free of diseases and harmful parasites.

Specimens submitted for Diagnosis: A spiny dogfish with a dorsal lobular visceral growth and a haddock with a spherical cyst-like growth protruding approximately 4 cm from under the skin of the dorsal crest were received from industry and forwarded to Dr. John C. Harshbarger, Director of the Registry of Tumors in Lower Animals at the Smithsonian Institution in Washington, D.C. for diagnosis. The dogfish tumor was the first kidney cancer ever found in a shark. There was no clue to the cause. The haddock growth awaits diagnosis.

Among other specimens submitted by industry and the general public, with diagnoses being made at our laboratory, were a dab with a myxosporidan infection; shrimp with shell disease; a dab with lymphocystis; flounder fillets with bacterial necrosis; 3 lots of oysters to examine for winter kill; mussels that had been weakened by fresh water; quahogs heavily infected with *Vibrio;* an unknown substance, submitted by a clam digger, that turned out to be fecal pellets from sandworms; mortalities of oysters at an aquacultural site on the Damariscotta River associated with a *Vibrio* infection; soft-shell clams from Pleasant Cove on the Damariscotta River that were heavily infected with neoplasms; lobsters examined for gaffkemia; sea scallops from Muscongus Bay with bacterial abscesses; shrimp with a black waxy substance in the abdominal muscle that turned out to be old mummified worms; left-handed dabs which are usually right-handed; a substance, reportedly from the Boothbay Harbor water supply, that was blocking up the water intake of the Boothbay Railway Museum that turned out to be small, round pellets of styrofoam; gonads from Atlantic herring infected with *Eimeria;* and mussels from Jonesport that were experiencing large mortalities.

Special Investigations: In August we were called in to investigate mass mortalities of Atlantic menhaden (pogies) in the Days Ferry-Carlton Bridge area of the Kennebec River. Our investigation showed that the mortalities were apparently caused by abnormally low oxygen levels in the area, with resultant degeneration of the blood cells and, in some cases, secondary bacterial infections. A research reference document was written to document our findings.

Collaboration with other labs: We spend quite a lot of time obtaining and processing specimens for other laboratories.

Mackerel of specific sizes were caught, numbered with a jaw tag, gross examined for parasites, blood smears and tissue imprints of kidney and spleen prepared, hematocrits taken, blood preserved in fixative for electron microscopy, otoliths removed and the heads preserved in formalin and the material and data sent to the National Marine Fisheries Service pathobiology laboratory at Oxford, Maryland for their parasite studies of this species. Mackerel from the Boothbay area have quite a high incidence of the blood parasite *Hematractidium* compared to other areas in the North Atlantic ocean, so the Oxford lab is pleased to have the cooperation of the Boothbay Lab.

Flounders were obtained from Seguin Island and Casco Bay areas, blood smears were prepared and liver and gills removed and preserved and sent to the Oxford lab for their parasite studies of this species.

Berried rock crabs were collected from the Boothbay Harbor area and sent to Dr. Anson

Hines at the Smithsonian Environmental Research Center in Maryland for his study of reproductive activity in different crab species. This was his first sample of east coast *Cancer* crabs.

Soft-shell clams were obtained from Long Cove, Searsport and sent to the Oxford lab for their experiments on neoplastic disease of clams held in captivity.

ENVIRONMENTAL MONITORING: Physical Data: Ten variables are instrumented for recording but, at present, five variables are being recorded; all but salinity (one reading per day) are being recorded continuously. Tabulations and summaries of sea surface temperature, air temperature, salinity, precipitation and barometric pressure are being kept up to date, with monthly summaries available shortly after the end of each month. Continuous recordings of wind speed and direction, tide level, and dew point are ordinarily filed and are available on request, but the dew point has been temporarily discontinued because of equipment failure.

All past records (dating back to 1905) of sea surface temperature, sea bottom temperature, air temperature, and salinity for Boothbay Harbor have been put on magnetic tapes, and are updated on a monthly basis. Backlogs of dew point data are being worked on. Original data records for the following locations and periods have been placed with Maine State Archives for safe and permanent storage:

Boothbay Harbor, Maine	
Sea Surface Temperature	1905-1982
Air Temperature	1905-1982
Sea Bottom Temperature	1971-1982
Salinity	1966-1982
Barometric Pressure	1965-1982
Gloucester, Massachusetts	
Sea Surface Temperature	1901-1953
Air Temperature	1901-1953

Dissemination of the information has been by regular mailing list of weekly, monthly, semi-annual, and annual users; by special requests to foreign, federal, and state agencies; to academic institutions; to businesses; and to private individuals. Monthly tide data are furnished to six media outlets in the state, and monthly summaries of environmental data are included in the weekly newsletter of DMR and are published in the weekly newspaper, "The Boothbay Register." A new issue of a Research Reference Document is issued each year to update the complete record of sea surface temperatures. Sea surface temperatures are included in the monthly "Maine Climate" issue of the Northeastern Regional Climate Program publication.

The immediate goal of this portion of the project is to establish and maintain a stable and continuing source of high-quality baseline physical environmental data for the use of scientists and any members of the general public who may be concerned with the marine environment.

In the longer range, the goals are: (1) to achieve full automation of data processing in order to reduce hand tabulation; (2) to reduce backlogs of data to magnetic tape records and summaries; and (3) to archive original, historical data for safe storage.

In pursuit of long range goal #1 a new automated and computerized system was designed, proposals and quotations were requested, a supplier was selected, and purchase requests were made for the new system. Installation of the automated system is scheduled to begin late summer 1985.

ENVIRONMENTAL MONITORING: Biological Data. At present, one species, the green crab *(Carcinus maenas),* is monitored by the project. The green crab is of minor commercial value, principally as bait, but its primary importance in Maine (as well as Massachusetts and New Hampshire) has been its grossly damaging effect as a predator on soft-shell clams when it is overly abundant. The abundance of this species has historically followed very closely the major cycles of sea surface temperature. When annual mean temperatures (winter temperatures in particular) are high, crab abundance is high; when temperatures are low, crab abundance is much lower.

In the absence of any significant commercial fishery for this species, relative seasonal abundance has been estimated by DMR through monthly trapping in the Boothbay Harbor and Southport areas and by shore samples taken in the fall at approximately 20 stations along the coast from Kittery to Perry. An update of a Research Reference Document is issued each year to describe the status of the green crab population along the Maine coast.

The short-term goal of this portion of the project is to determine the relative status of green crab abundance along the Maine coast on an annual basis. In the longer term, the goal of the project is to serve a predictive purpose in relating temperature trends to trends in crab abun-

dance and its ultimate effect on soft-shell clam stocks.

Oil Pollution Research: Oil Pollution Research at the Department of Marine Resources (DMR) is a program to enhance the capabilities of the State of Maine to protect vulnerable marine resources from spilled oil and to provide the State with the necessary information to adequately assess oil spill damage to impacted resources. The objectives of the program are to inventory coastal marine resources, to study the effects of oil and oil dispersants on marine organisms and to support a scientific team for oil spill response. This program is a continuation of the Coastal Marine Resources Inventory initiated in 1979 by the Department of Environmental Protection (DEP). Funding is provided by the State Planning Office (SPO) through the Coastal Energy Impact Program and by the DEP through the Coastal Protection Fund.

The research program originated with a two year inventory of the marine resources of Casco Bay, an area of intense oil transfer activities. Since no area of the Maine coast is immune to the threat of oil spills, the resource inventory was subsequently extended to the coastal areas between Small Point and Pemaquid Point during 1982, between Pemaquid Point and Spruce Head during 1983, and to Penobscot Bay during 1984. A description of the four part study undertaken during the past year follows.

The first task of the study was to conduct a resources inventory of Penobscot Bay as depicted on NOS chart 13302. Selected marine resources susceptible to oil spill damage were identified, located and surveyed. Information relevant to oil spill response and damage assessment was developed for each resource. This information was used to prepare a marine resources chart and catalogue, copies of which were provided to DEP, State Planning and other appropriate agencies. Over 600 resources were characterized for the Penobscot Bay area.

The second task of the study involved five oil pollution experiments, two conducted at DMR and three carried out at Bowdoin College under contract. Each experiment compared the effects of chemically and naturally dispersed oil on various marine organisms. Lines of investigation included the behavior of finfish, the histology of shellfish, and the physiology of marine worms and selected flora. Results of these experiments indicate that the effects of dispersed oil are generally less severe than those of whole oil on our most important intertidal species. The information gained was submitted in a report to the DEP and will be used in formulating nearshore dispersant use guidelines.

The third task was to conduct a literature search and review on oil pollution in the marine environment. Current information on the toxic and sublethal effect of oil on marine organisms was added to quick reference tables created during the original study and updated each year. The tables now contain 965 entries on 265 species with 329 references.

The fourth task of the study concerned oil spill damage assessment. The DMR Oil Spill Contingency Plan, utilized to ascertain the biological, chemical and physical consequences of oil spills, was implemented during the *Dynamikos* spill in Portland Harbor. Investigation revealed that no significant damage was sustained by the resources in the impacted area.

This year's study will consist of the preparation of field maps of Penobscot Bay for oil spill response personnel. The field maps will be quartered 7½ minute series topographic maps showing the various marine resources as numbered symbols keyed to the aforementioned resource catalogue. This activity will complete the inventory of the Maine coastal area at significant risk from major oil spills and once it is accomplished, the program will be terminated.

The Oil Pollution Research Program has enhanced the capabilities of the DEP to protect vulnerable marine resources from spilled oil and has provided the DMR with the necessary information to adequately assess oil spill damages to marine resources in the mid-coast area.

PUBLICATIONS:

The Marine Resources Laboratory operates a "Fishermans Library" as part of their overall library facilities. Books and articles on various aspects of fishing are available on a library loan basis to the general public.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MARINE SCIENCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,105,518	642,087	94,142		369,289	
Health Benefits	61,109	33,761	5,797		21,551	
Retirement	179,362	105,917	14,760		58,685	
Other Fringe Benefits	5,466	3,278	456		1,732	
Other Contractual Service	463,647	300,780	61,413		101,454	
Rents	11,279	2,672	4,483		4,124	
Commodities	161,550	125,448	15,149		20,953	
Grants—Subsidies—Pensions	3,998	3,937	61			
Equipment	39,665	9,852	32,505		—2,692	
Interest—Debt Retirement	88	71			17	
Transfers to Other Funds	17,016		4,056		12,960	
TOTAL EXPENDITURES	2,048,698	1,227,803	232,822		588,073	

MAINE MARKETING ADVISORY BOARD

WAYNE D. SMITH

Central Office: 1 Vaughn Place, Caribou — *Telephone:* 498-6130
Mail Address: P.O. Box 145, Caribou, Maine — *Recorder:* 800-462-8818
Established: September 23, 1983 — *Program Terminates:* July 31, 1987
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 463; *Citation:* 7 M.R.S.A., Sect. 1008B
Average Count—All Positions: 0 — *Legislative Count:* 0

PURPOSE: The Maine Marketing Advisory Board advises the Commission on operation of the Maine Potato Price Stabilization Program, on initiative designed to reduce destructive price competition in potato marketing and reduce highly variable short run pricing of potatoes.

ORGANIZATION: The Board consists of five members; three representing first handlers of Maine round white potatoes and two representing Maine potato dealers.

PROGRAM: Committee members are appointed by the Commissioner from lists of nominees provided by the Maine Potato Council and the Maine Potato Sales Association.

The Price Stabilization Program was amended by the 111th Legislature in its second regular session (see P.L. 1984 Chapter 829) to eliminate mandatory minimum prices and provisions requiring licensing of first handlers of Maine round white potatoes.

Under this program, newsletters are mailed weekly to 950 grower/packers in the potato industry. The newsletters are a very valuable marketing tool for potato producers. These newsletters provide up to the minute pricing information from all the major potato areas across the country and supplies the reasons for any recent changes in price. Growers are also kept abreast of current market conditions and are provided with an analysis of market trends and consumer preferences. In addition growers are made aware of acreage and production changes in major areas, U.S.D.A. reports are analyzed so that producers are aware of what impact all the numbers will have on their farming operations. This program also provides a pre-recorded message to growers that is updated twice daily. These recordings are on an eight hundred phone line (800/462-8818) and report current market conditions and prices from all over the country as well as suggested minimum prices that growers should receive from dealers.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are included with those of the Department of Agriculture, Food and Rural Resources.

MAINE MARITIME ACADEMY

THE HONORABLE JOSEPH SEWALL, PRESIDENT, BOARD OF TRUSTEES
REAR ADMIRAL SAYRE A. SWARZTRAUBER, SUPERINTENDENT

Central Office: Castine, Maine *Telephone:* 326-4311
Mail Address: Castine, Maine 04420

Established: 1941 *Sunset Review Required by:* June 30, 1989

Reference: Policy Area: 02; *Umbrella:* 75; *Unit:* 370; *Citation:* 1941 P&SL Chap. 37

Average Count—All Positions: 165 *Legislative Count:* N.A.

Organizational Units:

Board of Trustees
Board of Visitors
Office of the Superintendent
Practical Training Division
Academic Division
Administrative Division
Student Affairs Division
Center for Advanced Maritime Studies

PURPOSE: The mission of the Maine Maritime Academy is to carry on Maine's heritage of the sea by providing for young men and young women as U.S. Maritime Service Cadets, a comprehensive course of instruction and training in a professional, intellectual, and military environment which will qualify them for leadership as officers in the U.S. Merchant Marine and in the U.S. Naval Reserve and as responsible citizens in society. In achieving this goal, the objectives of the Academy are to give students the professional training and academic background necessary for licenses in the U.S. Merchant Marine, and baccalaureate degrees and commissions in the U.S. Naval Reserve; to provide a program of sufficient depth to prepare graduates to become leaders in the maritime industry both at sea and ashore; to develop in students a strong sense of duty, honor, and service to their country and to their profession; to develop in students the self-discipline and stamina needed for professional careers; and to stimulate in students an intellectual curiosity in the natural and social sciences and the humanities.

ORGANIZATION: The administrative organization of Maine Maritime Academy is structured to fulfill the mission set forth in its Charter. This is accomplished through five divisions listed in the organizational units above.

Under the policy guidance furnished by the Board of Trustees, the Superintendent of the Academy is the principal executive, being assisted by five division heads, each of whom oversees his respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration, under regulations prescribed in 46 CFR, 310A. Fiscally, the Academy is supported by state appropriations, student fees and a subsidy of $100,000 from the Maritime Administration. The Training Ship "State of Maine" is made available to the Academy by the Maritime Administration, which funds major repairs. The Academy pays the cost of operating the ship on training cruises and while in port in Castine from its operating budget.

The Academy, through its Board of Trustees, is empowered to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, and of ship operation, ship construction, and ship and boat design; to provide books, stationary apparatus and other supplies; to hire instructors and other employees, determine compensation, establish charges for students, regulate and manage the school, acquire and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of $4,000,000 in the aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

PROGRAM: Academy enrollment at the beginning of the Fall Term, September 1984, stood at 621. Of these, 144 were seniors, 142 juniors, 172 sophomores and 163 freshmen. The student body included 20 women. Students from the State of Maine numbered 424 or 68% of the total. There were 190 students from other states and 9 students from abroad, 1 from Liberia and 8 from Malaysia. The Bachelor of Science degree was awarded to 145 graduating seniors in

April 1985.

Due to depressed conditions which continue to exist in the maritime industry graduates experienced considerable difficulty in finding deep sea billets. By the end of June approximately 60% of the graduating class had found employment. Seven graduates accepted active duty commissions in the U.S. Navy and four enrolled in our new Master of Science Program in Shipping Management.

The annual Training Cruise was conducted in the months of May and June following graduation of the senior class. The ship made port calls at Norfolk, VA; Portsmouth, England; Copenhagen, Denmark; Amsterdam, Holland and Boston before returning to Castine on 29 June.

No new major construction projects were undertaken during the year. A new tugboat (the Jekyll Isle) was acquired for the purpose of establishing a new tug/barge training program for undergraduate students.

Commencing in the Fall of 1985 two new majors have been added to the traditional majors of Marine Engineering and Nautical Science. The new majors are: Marine Engineering Technology and Maritime Transportation and Management. While all four majors prepare graduates for seagoing jobs, the newest majors provide students with an education that prepares them for shoreside engineering and management positions as well.

On 6 May the first module of the Master of Science in Maritime Management Program began with seventeen graduate students.

Evening programs during the Fall and Spring, and an extensive array of courses, seminars and meetings during the summer months, play an increasing role in Academy routine, as wider opportunities for adult study and other community interests are accommodated. The addition of these programs assures year-round utilization of Academy facilities. The Center for Advanced Maritime Studies continues to offer advanced professional maritime training courses on a year-round basis.

Applications from prospective students continue to decline due to various factors, including the state of the maritime job market, the declining state high school population and the high cost of matriculation. Student enrollment for the Fall Term 1985 is expected to number from 550 to 570 students.

LICENSES, PERMITS, ETC.

Bachelor of Science degree.
Master of Science in Maritime Management.

PUBLICATIONS:

Maine Maritime Academy Catalog .....(no charge)
Maine Maritime Academy—The Formative Years 1941-1966
by Howard C. Jordan $5.00
Maine Maritime Academy Viewbook .....(no charge)

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

MAINE MARITIME ACADEMY
Statement of Current Fund Revenues, Expenditures and Other Changes
Year ended June 30, 1985
with comparative figures for 1984

	Unrestricted	Restricted	Total	Prior year
Revenues:				
Tuition and fees	$2,000,554	—	$2,000,554	$2,102,841
Federal appropriations	418,604	—	418,604	524,600
State appropriations and grants	3,378,124	85,867	3,463,991	3,039,393
Federal grants and contracts	12,242	314,700	326,942	336,968
Private gifts, grants and contracts	163,443	127,892	291,335	189,501
Endowment income	63,746	26,127	89,873	116,265
Sales and services of auxiliary enterprises	2,332,775	—	2,332,775	2,756,059
Other income	372,134	345	372,479	247,249
Total current fund revenues	8,741,622	554,931	9,296,553	9,312,876
Expenditures and mandatory transfers:				
Educational and general:				
Instruction	2,232,094	134,998	2,367,092	2,207,493
Public service	183,482	3,555	187,037	171,172
Academic support	449,710	9,783	459,493	423,619
Student services	734,840	22,767	757,607	811,945
Institutional support	1,412,874	3,805	1,416,679	1,501,902
Operation and maintenance of plant	1,272,845	39,112	1,311,957	1,356,377
Scholarships and fellowships	11,790	278,678	290,468	291,385
	6,297,635	492,698	6,790,333	6,763,893
Mandatory transfers for:				
Principal and interest	88,079	—	88,079	31,554
Loan fund	5,556	5,000	10,556	8,814
Total educational and general	6,391,270	497,698	6,888,968	6,804,261
Auxiliary enterprises:				
Expenditures	1,917,823	57,233	1,975,056	2,249,576
Mandatory transfers for:				
Principal and interest	68,883	—	68,883	127,227
Renewals and replacements	—	—	—	13,100
Total auxiliary enterprises	1,986,706	57,233	2,043,939	2,389,903
Total expenditures and mandatory transfers	8,377,976	554,931	8,932,907	9,194,164
Other transfers and additions (deductions):				
Excess of restricted receipts (expenditures) over transfers to revenues	—	(30,824)	(30,824)	41,004
Unrestricted gifts allocated to other funds	(579)	—	(579)	(15,093)
Net allocation of unrestricted resources from (to) other funds	(320,865)	—	(320,865)	(99,011)
Total transfers	(321,444)	(30,824)	(352,268)	(73,100)
Net increase (decrease) in fund balance	$ 42,202	$ (30,824)	$ 11,378	$ 45,612

See accompanying summary of significant account policies and notes to financial statements.

MAINE MEDICAL LABORATORY COMMISSION

PHILIP W. HAINES, Dr. P.H., CHAIRPERSON

Central Office: Human Services Bldg., Augusta *Telephone:* 289-2727
Mail Address: Statehouse Sta. #12, Augusta, Maine 04333
Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 359; *Citation:* 22 M.R.S.A., Sect. 2026
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To encourage the development of private medical laboratories in Maine while safeguarding the public health. The department (Commissioner or his designee) with the approval of this Commission, decides on the issuance of a license to operate private medical laboratories.

ORGANIZATION: This is a reorganization of the 1967 Maine Medical Laboratory Advisory Commission that clarifies its role and adds consumer members on the Commission.

Consists of a chairman (Commissioner of Dept. of Human Services or his designee) and nine additional members appointed by the Governor. There are three consumer members and six (6) provider members with staggered terms.

PROGRAM: The Commission meets when necessary and conducts business by mail whenever feasible. During FY 85, the Commission met once to consider what response to make to changes in the corporate structure of laboratories serving hospitals, and whether to attempt to improve quality in physician's office laboratories. Seven laboratories are now licensed. All licensed laboratories were evaluated during the year by the Public Health Laboratory's Lab Certification Supervisor.

LICENSES, PERMITS, ETC.

License:
Private Medical Laboratory

PUBLICATIONS:

1. Copy of Revised Medical Laboratory Act—free
2. Application forms to operate a medical laboratory—free
3. Rules and Regulations—free

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to less than $100.00 in FY 85 and are, by administrative decision, included with those of the Bureau of Health.

MENTAL HEALTH ADVISORY COUNCIL

MICHAEL DeSISTO, Ph.D., DIRECTOR, BUREAU OF MENTAL HEALTH
THOMAS J. KANE, D.S.W., CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1977 *Sunset Review Required by:* June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 196; *Citation:* 34B M.R.S.A., Sect. 1209

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Council provides citizen contribution to the identification of needs, resources, goals and objectives for the Mental Health System. The Council mechanism allows the opportunity for many Maine citizens to:

a. Review departmental policy and plans to assure that they are consistent with the needs and wishes of Maine people;
b. Consider solutions to mental health problems which are impacted by socio-demographic and economic conditions within the state;
c. Consider the cross cutting areas between the mental health system and the corresponding health, human service and educational systems; and
d. Advise the department relative to the capital construction of mental health care facilities.

ORGANIZATION: There are thirty (30) members appointed by the Governor to represent both the consumer and provider communities. The Governor's Mental Health Advisory Council meets monthly to discuss matters of departmental policy and broad program issues. Representatives from the department, including the Commissioner and the Bureau Director of Mental Health, meet with the Council to present plans, issues, concerns and to discuss these matters with Council members. The Council reviews, makes recommendations regarding and subsequently approves the State Mental Health Services Plan as drafted by the department.

PROGRAM: The Council's activities encompass matters involving broad policy and program issues and long-range planning for mental health services, including preparation of the annual update of the Maine mental health report. During FY 85 the Council advised the Department on legislation regarding community mental health services and actively monitored Bureau of Mental Health funding and reimbursement mechanisms. The Council reviewed the recommendations of various task forces and commissions relating to mental health and provided comprehensive advice to the Department concerning those recommendations. The Council was also involved in reviewing federal funding issues and legislative appropriations concerning mental health, including a comprehensive review of the Bureau's budget. Various members of the Council were also involved in other Departmental and inter-Departmental planning and advisory groups. Council members continued to be involved in the annual public forums on mental health needs held throughout the state.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

KEVIN W. CONCANNON, COMMISSIONER
RONALD S. WELCH, Associate Commissioner, Programs
RONALD R. MARTEL, Associate Commissioner, Administration

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1939 *Sunset Review Required by:* June 30, 1983

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191; *Citation:* 34B M.R.S.A., Sect. 1201

Average Count—All Positions: 2079.5 *Legislative Count:* 2,144.5

Organizational Units:

Bureau of Mental Health
Bureau of Mental Retardation
Affirmative Action Office
Office of Advocacy
Office of Children's Services
Mental Health Advisory Council
State Planning & Advisory Council on Developmental Disabilities
Maine Committee on Problems of the Mentally Retarded
Commission on Mental Health Manpower Development
Interdepartmental Coordinating Committee

PURPOSE: The Department of Mental Health and Mental Retardation was established to enhance the quality of life for mentally handicapped and developmentally disabled persons by helping them to meet their needs for personal, social, educational, vocational and economic development, to enable them to function at maximum levels of potential and maintain their dignity as human beings and citizens in a free society; and to profit from the variety of options open to all citizens of the State of Maine. The primary responsibilities of the Department are to develop, operate and provide a broad spectrum of facilities, programs, direct services and advocacy services for persons under its jurisdiction. The Department also exercises general supervision, management and control of research and planning, grounds, buildings and property, employees and patients of the State institutions within its jurisdiction.

ORGANIZATION: The Department of Mental Health and Mental Retardation was established in 1939 as the Department of Institutional Services. Its present composition and designation evolved out of the development of a separate Department of Corrections by the Legislature in 1981. Intradepartmental divisions provide for the general administration, planning and management of mental health, mental retardation and children's services as required by statute. Additionally, the Legislature has established a number of advisory committees and councils that serve in an adjunct capacity to provide public input to the Department's planning and decision-making processes.

Within the central administration, the Associate Commissioner for Programs provides planning and policy direction for programs and services offered through the Department's Bureaus and Institutions or contracted for through private agencies.

The Associate Commissioner for Administration is responsible for all of the Department's financial affairs as well as personnel and employee relations.

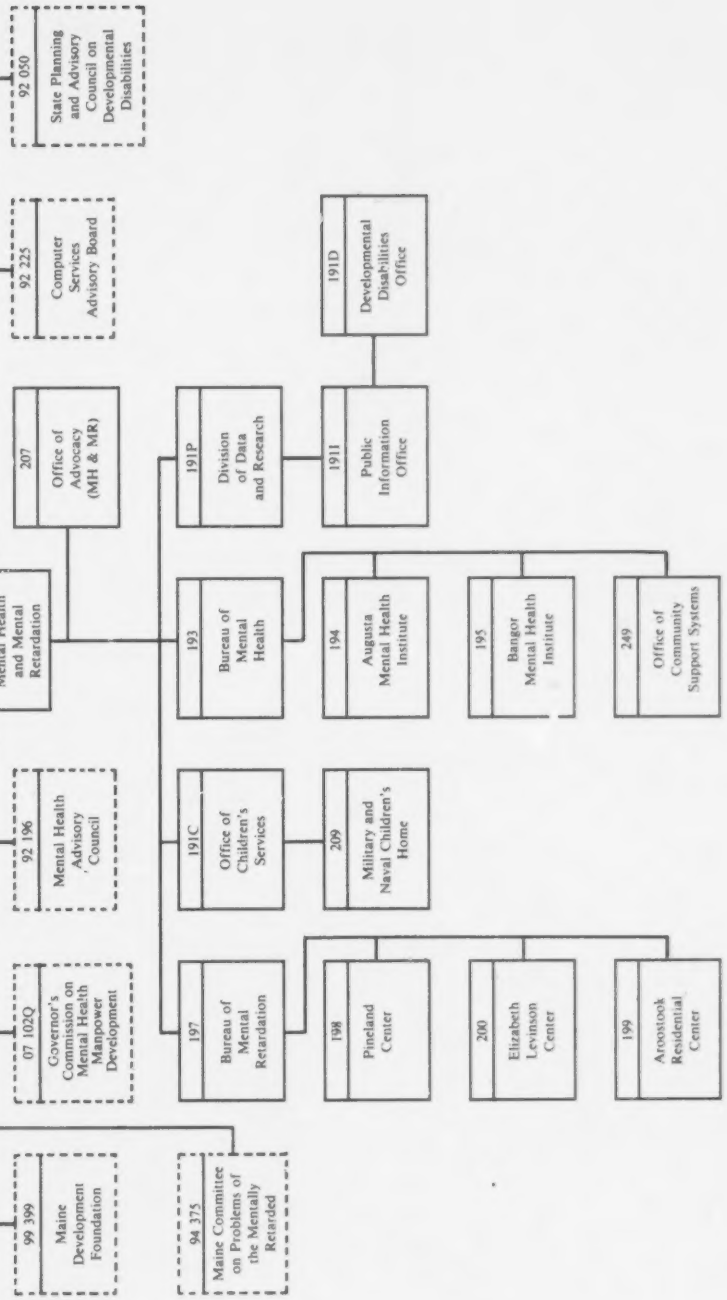
PROGRAM: Specific program information pertaining to FY 85 is included in the separate reports of the Department's subdivisions.

There are, however, several major activities worthy of emphasis.

Mental Retardation: The first annual audit of the State's compliance with the service provisions of the Federal Court-Ordered Consent Decree found that both Pineland Center and the community mental retardation program continue to be in substantial compliance, while behavioral intervention programs as well as developmental training programs were identified as areas requiring additional focus.

A Legislatively-established task force completed its work in analyzing the needs of hun-

ORGANIZATIONAL CHART
DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION
UMB 14



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	37,138,020	36,611,666	100,842		425,512	
Health Benefits	2,298,857	2,270,214	8,582		20,061	
Retirement	6,572,421	6,483,726	21,416		67,279	
Other Fringe Benefits	171,364	165,806	3,854		1,704	
Computer Services—State	43,595	43,548			47	
Other Contractual Service	4,949,816	4,463,002	371,034		115,780	
Rents	145,558	144,870	442		246	
Commodities	3,440,272	3,288,638	143,131		8,503	
Grants—Subsidies—Pensions	20,719,170	17,032,025	176,048		3,511,097	
Buildings and Improvement	238,311	178,432	25,959		33,920	
Equipment	470,172	443,729	16,716		9,727	
Interest—Debt Retirement	142	142				
Transfers to Other Funds	54,466		5,930		48,536	
TOTAL EXPENDITURES	76,242,164	71,125,798	873,954		4,242,412	

dreds of young graduates from special education programs across the state who will be without ongoing training and habilitation services. While modest gains have been realized for these young men and women, the task force has outlined an agenda for action which will be the focus of the Department for several years to come. This population accounts for a significant portion of the ballooning number of new referrals seeking services from the Bureau of Mental Retardation.

Mental Health: Three community-based State-operated crisis intervention programs have been initiated in order to help stabilize chronic mentally ill persons (mostly young adults) who have a history of "cycling through" the State's psychiatric hospitals. Early indications are that this approach to providing crisis intervention is very effective in diminishing the need for hospitalization while helping to maintain mentally ill persons in their home communities. This program is especially noteworthy at a time when admissions to State hospitals have reached the highest level in decades.

In addition, community mental health services will be enhanced significantly through an interagency effort to make the Medicaid program more responsive to the mental health needs for Maine citizens through community mental health clinics.

Children's Services: A new Bureau of Children with Special Needs within the Department of Mental Health and Mental Retardation has been approved by the Maine Legislature. This reorganization of children's services came in growing recognition of the need to plan for, develop and offer treatment services to mentally disabled children in a more coherent, coordinated and focused way. Treatment services will continue to emphasize home-based care, early intervention, and a "least restrictive" approach to service provision.

LICENSES, PERMITS, ETC.

Refer to Specific Program areas for details.

PUBLICATIONS:

Refer to Specific Program areas for details.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF MENTAL HEALTH & MENTAL RETARDATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,122,256	1,122,256				
Health Benefits	51,352	51,352				
Retirement	172,035	172,035				
Other Fringe Benefits	4,598	4,598				
Computer Services—State	15,758	15,758				
Other Contractual Service	736,664	736,275	389			
Rents	2,361	2,361				
Commodities	2,065,978	2,065,215	763			
Grants—Subsidies—Pensions	39,244	39,244				
Buildings and Improvement	185,896	175,115	10,721			
Equipment	245,373	245,277	96			
Interest—Debt Retirement	92	92				
Transfers to Other Funds	40,802		34		40,768	
TOTAL EXPENDITURES	4,682,409	4,629,578	12,063		40,768	

OFFICE OF ADVOCACY (MH & MR)

RICHARD A. ESTABROOK, ESQ., CHIEF ADVOCATE

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1975 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 207; *Citation:* 34-B M.R.S.A., Subsec. 1205
Average Count—All Positions: 8 *Legislative Count:* 8

PURPOSE: The Office of Advocacy is established within the Department of Mental Health and Mental Retardation to investigate the claims and grievances of clients of the Department. The Office also advocates for compliance with all laws, administrative rules and regulations, and institutional and other policies relating to the rights and dignity of these clients, and acts as a monitor of restrictive and intrusive treatments. In addition, the Office of Advocacy is designated investigatory agent of the Department under the mandate of the Adult Protective Services Act (22 M.R.S.A., Sect. 3470 *et seq.*).

ORGANIZATION: Advocacy services were created administratively in 1972 with the appointment of institutional resident representatives at the Augusta and Bangor Mental Health Institutes, the Maine Youth Center and a Patient-Inmate Representative located in the Department's Central Office. In 1975 the 107th Legislature officially designated the "Office of Advocacy."

In the Bureau of Mental Retardation (BMR), the 4 community advocates and the Pineland Center advocate: (1) represent clients at inter-disciplinary team meetings at which a prescriptive program for their treatment for the upcoming year is planned and developed; (2) approve and periodically observe the utilization of aversive behavior modification programs both at Pineland and in the community; and (3) initiate or accept complaints and grievances on behalf of BMR clients, including investigations of abuse.

The institutional mental health advocates: (1) attend treatment planning meetings; and (2) assist in the investigation and resolution of client grievances, including those involving allegations of abuse, mistreatment or neglect.

PROGRAM: The Office of Advocacy has provided assistance or information to upwards of 2,000 mentally ill and/or mentally retarded clients through investigations of alleged abuse, review of aversive programming, representation of clients at Interdisciplinary Team Meetings, and Pupil Evaluation Team meetings. The Office has been actively involved in the drafting and implementation of regulations assuring mentally ill patients' rights, and will be actively enforcing those rights. A major goal of the Office is to be able to provide to the Department suggestions which will not only impact upon individual client's lives, but will also aid the Department and clients in general through helpful systematic changes.

PUBLICATIONS:

Pineland Center Clients' Rights Handbook—free from Client Advocate, Pineland Center, Box C, Pownal, Maine 04069.

Patients' Rights at Augusta Mental Health Institute—free from Patient Advocate, Augusta Mental Health Institute, P.O. Box 74, Augusta, Maine 04330.

Patient Rights at Bangor Mental Health Institute (in French/English)—free from Patient Advocate, Bangor Mental Health Institute, P.O. Box 926, Bangor, Maine 04401.

Rights of Mentally Retarded Persons (Summary of 34 MRSA c. 186-A)—free

The Office of Advocacy and each individual advocate working for the Office of Advocacy maintains a substantial library of information regarding clients' rights. These materials are available for on-site use and in many cases are available for loan to individuals involved in service provision for clients of the Department of Mental Health & Mental Retardation.

In addition copies of all documents and laws referred to in the Department's regulations "Rights of Recipients of MH Services" are available for inspection at each office of an advocate with the Office of Advocacy.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

AROOSTOOK RESIDENTIAL CENTER

TERRY L. SANDUSKY, M.S., DIRECTOR

Central Office: Lombard St. Ext., Presque Isle *Telephone:* 764-4104
Mail Address: Box 1285, Presque Isle, Maine 04769
Established: 1972 *Sunset Review Required by:* June 30, 1983
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 199; *Citation:* 34-B M.R.S.A., Sect. 5403
Average Count—All Positions: 19 *Legislative Count:* 15

PURPOSE: The primary purpose of the Center is to provide residential services and behavioral training aimed at increasing functional independence to help the adult client learn to live in the mainstream of society.

Specific objectives include the provision of the following:

A. Respite care to families who are in need of either temporary or emergency placement of their mentally retarded child or adult in the Center's two (2) available respite care beds;
B. Residence for adults attending either a sheltered workshop or adult day activity program;
C. Transitional programming for Pineland Center residents who are returning to Aroostook County;
D. Transitional programming for all residents from more restrictive residential environments to less restrictive residential placements;
E. Transitional apartment programming to teach residents skills of independent living over a period of approximately six to twelve (6-12) months residency; and
F. Basic teaching activities in such areas as daily living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills and overall community socialization.

ORGANIZATION: The Aroostook Residential Center began operation in October 1972.

Pre-admission evaluations are conducted by the regional office of the Bureau of Mental Retardation with final screening conducted by the facility's Admissions Committee. Decisions to admit are based on specific program recommendations developed through a mutli-disciplinary approach. Regular admissions require certification of eligibility for intermediate care facility for mentally retarded services.

Following admission, the resident is assigned a specific staff member who is responsible for the implementation of the resident's individual program plan. Quarterly monitoring and staff reviews are conducted to assess program effectiveness. Modification of the resident's program is made as the need arises and implemented by Center staff.

A professional experienced in mental retardation program administration directs the activities of the houseparents and coordinates resident related activities between the Center and community agencies. These houseparents are the primary teachers and care providers for the residents.

PROGRAM: The Center operates on a 24 hour per day/seven days per week basis. Residents must be 12 years or older and experiencing behavioral adjustment or training difficulties.

The Center has also focused on enhancing its behavior management capabilities. Contracts for expanded professional services, i.e., psychology, speech therapy, occupational and physical therapy, give the staff significant consultative support. As a result, the Center has been able to manage more difficult and complicated behavior.

Compliance with the standards for licensure as an intermediate care facility for the mentally retarded provides the initiative for developing a more intensive behavior stabilization program. Additional Federal revenues to the general fund generated as a result of the operation of a seven-day program equals approximately 60% of the Center's operating costs.

These changes have helped to stabilize requests for Pineland Center admissions by providing services to Aroostook County residents closer to home.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AROOSTOOK RESIDENTIAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	283,746	283,746				
Health Benefits	16,748	16,748				
Retirement	54,141	54,141				
Other Fringe Benefits	1,193	1,193				
Other Contractual Service	126,531	126,531				
Rents	1,989	1,989				
Commodities	13,070	13,070				
Grants—Subsidies—Pensions	966	966				
Equipment	6,592	5,058	1,534			
Interest—Debt Retirement	18	18				
TOTAL EXPENDITURES	504,994	503,460	1,534			

AUGUSTA MENTAL HEALTH INSTITUTE

GARRELL S. MULLANEY, M.H.A., SUPERINTENDENT

Central Office: Hospital Street, Augusta *Telephone:* 622-3751
Mail Address: Box 724, Augusta, Maine 04330

Established: 1834 *Sunset Review Required by:* June 30, 1992

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 194; *Citation:* 34-B M.R.S.A., Sect. 3201

Average Count—All Positions: 547 *Legislative Count:* 561.5

Organizational Units:

Psychiatric Admissions Unit
Psychiatric Transitional Unit
Psychiatric Rehabilitation and Reentry Unit
Psychiatric Adolescent and Young Adult Unit
Psychiatric Forensic Unit
Medical Infirmary
Psychiatric Nursing Home Unit
Program Evaluation
Staff Development
Business Services

PURPOSE: The Augusta Mental Health Institute is mandated to treat adults who require intensive 24-hour psychiatric services from the following counties: Androscoggin, Cumberland, Franklin, Kennebec, Knox, Lincoln, Oxford, Sagadahoc, Somerset, Waldo and York. In addition, the Institute provides inpatient psychiatric treatment to adolescents from throughout the State. All services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

The Augusta Mental Health Institute is the only facility, for these counties, mandated and equipped to provide care and treatment, in a hospital setting, to the following categories of patients: those who require involuntary hospitalization; those who require a secure setting; those who require extended periods of inpatient treatment and/or rehabilitation; those committed under the criminal statutes for observation, care and treatment; and those who require certain highly specialized programs not available elsewhere. In some cases, the lack of appropriate community alternatives requires that Augusta Mental Health Institute accept some additional acute patients on a voluntary basis. The demand for mandated services is such that voluntary admissions occasionally have to be delayed or diverted to assure suitable accommodations for those most in need.

ORGANIZATION: The Augusta Mental Health Institute was established in 1834 as the Maine Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hosptial in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital and in 1973 to its present designation. Throughout most of its history the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. The development of the community mental health centers in the 1960's resulted in a redefinition of the Institute's role as a viable part of the community-based, mental health supported system.

The Augusta Mental Health Institute is organized as a system of functional treatment units in order to meet, as effectively and efficiently as possible, the needs of mental health clients in the counties previously mentioned. Each of the functional treatment units is responsible for the total treatment and rehabilitation of its patients:

A. Admission Unit: The Admission Unit has a 25 bed capacity and is equipped to provide evaluation and crisis management. Only adult patients requiring three weeks or more of inpatient services move beyond this Unit and are treated elsewhere in the Institute.
B. Forensic Unit: Under Title 15, Superior and District Courts may order examinations to determine mental competency and responsibility for criminal acts. The Department of Mental Health and Mental Retardation is responsible for all examinations beyond the "preliminary" stage, and is required to perform many of the "preliminary" examinations as well (resulting in a saving of considerable money to the Court system).
C. Transition Unit: The 85 bed Transition Unit provides intensive treatment for actively psychotic adults who may require several months of hospitalization. These include both acutely mentally ill individuals who require intensive intervention over a period of weeks or months and chronically mentally disabled persons who are able to live in the community with occasional admissions to the hospital for further treatment. A subdivision of the Transition Unit, the Young Adult Treatment Program provides special services for patients 18-35 who currently comprise 51% of all admissions to the hospital—part of what is currently recognized as a national epidemic of mental illness in the 18-35 age group.
D. The Adolescent Unit: The Adolescent Unit provides a specialized program for youths between the ages of 12 and 20, statewide, who require a psychiatric hospital level of inpatient treatment services. An extra emphasis on family involvement in therapy and individual treatment for these adolescent patients is designed to promote early return home with minimal disruption of family and community support systems.
E. Rehabilitation & Reentry Unit: This Unit provides comprehensive social, educational and vocational rehabilitational services in variety of settings to patients with social skill needs. Programs are focused on the development of community living skills which will allow eventual discharge from the hospital. A sheltered workshop/vocational training program, GROW, is part of this unit and serves both inpatient and community clients.
F. Nursing Home Unit: The Institute maintains and staffs 70 beds certified by the Department of Human Services as a Nursing Home Unit reimbursable under Title XIX. It admits only from the AMHI psychiatric population assuring that those patients who are more appropriate to community nursing homes are not admitted to this program.
G. Infirmary & Clinics: The 16-bed Infirmary provides a Medicare certified general Hospital level of care, at less cost than would be incurred by a transfer to a general hospital, thus generating significant amounts of third-party reimbursement to the general fund. Those patients requiring surgery or intensive care are transferred to the Kennebec Valley Medical Center. A Medical Clinic provides ambulatory care in support of the psychiatric units.

PROGRAM: During the fiscal year the Augusta Mental Health Institute continued to provide programming specific to the needs of the severely mentally ill and mentally disabled. Of significance were:

— the development of a special unit for the assessment of patients with severe behavior disorders;
— the reopening of a 17-bed wing of the nursing home to accept patients from a community nursing home which had gone out of business;
— a revision of the Adolescent and Family Therapy Program to increase its accessability;
— the development of psychoeducational programs for families and friends of patients

in regards to patient rights and various aspects of mental illness.

Admissions to the hospital were 1,347 this past fiscal year and the average daily population increased by 30.5 due to the reacceptance of the above cited nursing home patients.

Since the American Psychiatric Association's Significant Achievement Certificate was presented to AMHI in 1982, recognizing the Institute as a provider of high quality care through modern, comprehensive programming, AMHI has hosted a variety of conferences. This year's activities included a presentation during Mental Health Week by Steven Sharfstein, M.D., the Medical Director of the American Psychiatric Association. Also, as part of its Grand Rounds series Shervert Frazier, the current Director of the National Institute of Mental Health made a presentation. AMHI also continues to function as a teaching hospital for physicians, psychologists, social workers, nurses, occupational/recreational therapists, as well as for students in other health related areas.

PUBLICATIONS:

Structured Learning Therapy
The Adolescent Program at Augusta Mental Health Institute
AMHI Fact Sheet
The Treatment Planning Index

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AUGUSTA MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	10,024,786	9,924,240	100,546			
Health Benefits	600,379	591,797	8,582			
Retirement	1,786,949	1,767,448	19,501			
Other Fringe Benefits	43,312	42,841	471			
Computer Services—State	13,080	13,080				
Other Contractual Service	786,770	733,760	52,883		127	
Rents	2,201	2,201				
Commodities	464,388	408,448	55,244		696	
Grants—Subsidies—Pensions	414,136	271,592	142,544			
Buildings and Improvement	353		353			
Equipment	69,004	55,743	12,274		987	
Transfers to Other Funds	1,410		1,404		6	
TOTAL EXPENDITURES	14,206,768	13,811,150	393,802		1,816	

BANGOR MENTAL HEALTH INSTITUTE

JILL LONG, ACTING SUPERINTENDENT

Central Office: Hogan Road, Bangor *Telephone:* 941-4000
Mail Address: Box 926, Bangor, Maine 04401

Established: 1885 *Sunset Review Required by:* June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 195; *Citation:* 34-B M.R.S.A., Sect. 3201

Average Count—All Positions: 527 *Legislative Count:* 551

Organizational Units:

Institute Services
Personnel
Adult Psychiatric Program
Educational & Rehabilitative Services
Quality Assurance
Program on Aging

PURPOSE: The mission of the Bangor Mental Health Institute is to diagnose, treat and improve the mental, social and physical health, and where appropriate, the vocational and economic

usefulness of adults from the counties of Aroostook, Hancock, Penobscot, Piscataquis and Washington, who require intensive 24-hour psychiatric services. These services are provided without regard to race, creed, color, sex, national origin, ancestry, age, physical handicap or ability to pay.

The Bangor Mental Health Institute is part of a comprehensive system of mental health services in Northern and Eastern Maine which includes community mental health centers with multiple branch offices, community hospitals and private providers. It is the only hospital serving two-thirds of the state's geographic area that provides services for those mentally ill patients who cannot be managed in less restrictive settings, such as community mental health outpatient programs and community hospital inpatient programs, boarding homes, or nursing homes.

ORGANIZATION: The Bangor Mental Health Institute was established in 1901 as the Eastern Maine Insane Hospital. In 1913, it was redesignated the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the Hospital was placed under the Department of Institutional Service, now the Department of Mental Health and Mental Retardation. Its present name was established by the Legislature in 1973.

Bangor Mental Health Institute is organized by specific functional treatment programs. The Adult Psychiatric Program consists of 164 beds on eight wards organized into four units. Those units include an Admissions Unit which provides short term acute care and crisis management, a Skills Learning Program including an Intermediate Program for patients requiring psychiatric care up to one year, a Rehabilitation Unit for longer stay patients, a Transitional Living Unit which includes a halfway house program for patients preparing to leave the Institute, and a Forensic Program for the treatment of persons found innocent by reason of mental disease, as well as persons referred from jails and corrections facilities. The Forensic Unit also does court mandated evaluations and provides treatment. The Autistic Unit provides treatment for the small residual autistic and mentally retarded dually diagnosed patients who have not found placement within the Mental Retardation system.

The Program on Aging consists of 130 beds in four units, each with two wards. The overall goal is to provide therapeutic patient centered gero-psychiatric rehabilitation promoting the optimal level of health consistent with the limitations of the aging process and leading to a less restrictive environment. Treatment philosophy is eclectic, designed to meet the combined emotional, social, and physical health needs of this varied population, and emphasizes acquisition of adaptive coping mechanism and skills learning in a supportive, normalized setting. Therapeutic Community Unit patients are primarily self-caring and exhibit a wide range of functional abilities and disorders, needing active psychosocial therapy and education to achieve improved behavior and movement to a less restrictive environment. Adaptive Living Skills Unit patients are functionally or cognitively impaired, needing remotivation to maintain or improve mental and physical status and needing a supportive environment to increase interpersonal communication, integrity, and control. Resocialization Unit patients are chronically mentally and physically impaired with regressive, confused and unpredictable behavior, needing close supervision, basic socialization and reality orientation to maintain social and ADL skills. Psychiatric Nursing Home Unit patients are extremely cognitively impaired, dependent in ADL, regressed psychosocially, and physically debilitated, needing restorative and rehabilitative nursing programs to enhance and maximize quality of life.

A number of other clinical departments provide essential services to these units including Medical Clinic, Lab, X-ray, Pharmacy, and Rehabilitative Services which contains Chaplaincy, Occupational Therapy, Physical Therapy, Therapeutic Recreation, Patient Education, and Health Sciences Media Center.

Other administrative support departments include Quality Assurance, Personnel, and Support Services which includes Business Office, Plant Maintenance, Dietary, Laundry, and Housekeeping.

PROGRAM: Bangor Mental Health Institute (B.M.H.I.) continues to provide integrated mental health services as part of Maine's mental health system. In order to enhance linkage with community programs, B.M.H.I. Administration has worked closely with the Community Health and Counseling Services Board and the Northern Tier Planning group. Other B.M.H.I. departments are also working to improve coordination of services with community programs such as Social Work with Aftercare to ease the transition of patients to the community; Rehabilitative Services with Growth Resource Center, Vocational Rehabilitation, Phoenix, and Together Place;

Penobscot Valley Industries to expand and coordinate vocational services for mental health consumers, and Program on Aging professional staff working with Bureau of Maine's Elderly and Maine Health Care Association to provide increased communication and advocacy for increased mental health services for older citizens of Maine.

All departments within B.M.H.I. put forth a major effort this year to prepare for a full survey by the Joint Commission on Accreditation of Hospitals (J.C.A.H.) in May. Most of the financial and manpower resources went into painting and wallpapering five of the Adult Psychiatric Program wards where the environment needed to be made more homelike. As part of this process the Therapeutic Environment Committee was formed and has now become a standing committee at B.M.H.I. to oversee improvements to patient living and program space and advocate for changes which will maximize patients' independence. The J.C.A.H. survey report is expected in late summer, however, most staff who participated in the survey feel B.M.H.I, will be fully accredited due to surveyors observations that the quality of the care is excellent. We expect some contingencies and a follow-up or focused survey in the Spring of 1986. The Medicare survey of the Admission Unit D-1 continued its certification with some concerns about nursing coverage issues. The Medicaid survey of the Program on Aging (P.O.A.) in November produced the shortest deficiency report in the history of Medicaid surveys at B.M.H.I. and continued certification of the P.O.A. as an Intermediate Care Facility.

In connection with our preparation for the J.C.A.H. survey, Quality Assurance and Clinical Department heads redoubled their efforts to complete quality assurance plans. Eleven out of fifteen departments now have quality assurance plans in place with the regular monitoring and reporting activities that follow.

The Sheltered Workshop Program Benchmark has expanded according to plan serving 126 individuals in Fiscal Year '85. The Program now has three work adjustment programs and a range of work activity programs. The program now also serves the forensic population.

The Psychiatric Rehabilitation Model has been fully implemented on Ward C-3 and partially implemented on the Transitional Living Unit. The Train the Trainer project continues through contract with Boston University to be implemented next on K-2 and expanded to the Resocialization Unit in the Program on Aging over the next year.

Patients' Rights Regulations and B.M.H.I.'s implementation procedures were put in place in October, 1984. Special Social Work project positions were used to handle some of the initial bulk of guardianship applications and patient grievance investigations. Now that the initial phase is over, ward social workers and psychiatrists are handling the additional paperwork connected with informed consent and guardianships and nurse program coordinators are handling grievance investigations. Implementation of the regulations resulted in about 100 new guardianship applications being filed with the Department of Human Services. Coordination efforts to handle this load smoothly are now the focus of a task group of Bureau of Mental Health and Department of Human Services staff.

Another major focus of activity has been the whole area of long-range planning for B.M.H.I. The Executive Committee has been meeting on a regular basis for the major part of this year to complete a needs assessment of the organization and treatment environment and analyze a complete patient assessment done on all inpatients at B.M.H.I. during November, 1984. With this information a new mission statement and long-range plan will be established into which each year's goals and objectives will fit.

The need for a long range plan for B.M.H.I. was strongly identified by Superintendent Pat Oulton and the Executive Committee. Unfortunately for B.M.H.I., Pat Oulton was recruited to become Executive Director of Buffalo Psychiatric Center just as the plan was close to completion. Her vision and dedication to the needs and potential of B.M.H.I.'s patients and staff will be missed, but the hard work of planning and implementing for the long-term needs of B.M.H.I.'s patients will be continued by Acting Superintendent, Jill Long, and the Executive Committee.

LICENSES, PERMITS, ETC.

Nursing Assistant Certificates
Medication Assistant Certificates

PUBLICATIONS:

Patient's Handbook—B.M.H.I.
The History of Hepatica Hill

Professional Staff By-laws
Staff Handbook
Policy Manual
Patients' Rights Manual

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BANGOR MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,242,711	9,233,628	296		8,787	
Health Benefits	565,217	565,217				
Retirement	1,646,940	1,643,686	1,915		1,339	
Other Fringe Benefits	44,187	40,766	3,383		38	
Computer Services—State	7,000	7,000				
Other Contractual Service	662,333	627,375	34,950		8	
Rents	43,717	43,717				
Commodities	439,349	356,699	82,421		229	
Grants—Subsidies—Pensions	228,308	211,830	16,478			
Equipment	54,915	52,986	1,929			
Interest—Debt Retirement	29	29				
Transfers to Other Funds	850		782		68	
TOTAL EXPENDITURES	12,935,556	12,782,933	142,154		10,469	

OFFICE OF CHILDREN'S SERVICES

EDWARD C. HINCKLEY, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1992
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 472; *Citation:* 34-B M.R.S.A., Sect. 1206
Average Count—All Positions: 3 *Legislative Count:* 3.5

PURPOSE: The programs of the Office of Children's Services seek to respond to the mental health needs of Maine's emotionally handicapped children, ages 0-20. The need for an administrative unit focusing on the mental health and developmental needs of children is occasioned by the unique status of children in our society. Treated differently by both laws and social custom than adults, children begin life totally dependent on their families for all elements of existenc In their next 16 to 20 years, they become able to survive and function with almost total independence. Under the best of circumstances, this normal passage from dependency to independence is marked by the need for changing relationships and services unlike those developed for or appropriate to adults.

Particularly, in attempting to develop programs aimed at the prevention of emotional disturbance or mental illness in children, there is a demonstrated need to employ professional and pre-professional workers with specific education, training and experience in child growth and development and to implement and encourage communications, information-sharing and in-service training between such children's specialists. Through its programs of grants, referrals and technical assistance, the Office of Children's Services provides a focal point for such activities.

ORGANIZATION: The Office of Children's Services was created in October 1977 as part of a departmental reorganization plan approved by the Governor. Title 34, Section 12, authorizes the department to support human service programs, including children's community action pro-

grams, juvenile programs and youth service programs. Section 2001 charges the department, through its Bureau of Mental Health, with "the promotion and guidance of mental health programs within the several communities of the State." Specific departmental staff have been assigned the responsibility for children's services program development, funding and monitoring since 1973 when the Children's Psychiatric Hospital at Pineland Center was permanently closed. In 1983 the Office was statutorily mandated to assist in the planning, coordination and development of mental health services for children.

In the spring of 1985, the first session of the 112th legislature created the Bureau of Children with Special Needs within the department. With an effective starting date in September, 1985, the Bureau will replace the Office of Children's Services. Through detailed definitions, explicit statements of departmental priorities and procedures, and the simultaneous transfer of 18 Child Develpment Workers from the Bureau of Mental Retardation to the new Bureau, it is intended that children's services will become more accessible to parents and more comprehensive in their scope. Program development will focus on developmentally delayed or disabled children, with less emphasis placed on the categorical nature of a child's problem and more on the provision or coordination of services within the least restrictive environment possible.

Under provisions of the enabling legislation, the Elizabeth Levinson Center in Bangor (a respite care facility for severely handicapped children) and the Infant Development Center in South Portland will be administratively transferred from the Bureau of Mental Retardation to the new Bureau of Children with Special Needs.

PROGRAM: During 1984-85, grants developed and administered by the Office of Children's Services totaled approximately $2,200,000. Mental health treatment and related services purchased through these grants fall primarily into the following categories, with the figures in parenthesis representing the proportion of these services:

Residential Treatment Services (40%)
Day Treatment Services (6%)
Family Intervention and Support Services (30%)
Early Intervention Services (5%)
Community Support Services (19%)

In all but one or two cases, the funds of the Office of Children's Services are used to supplement those of other programs and agencies, such as public schools, Department of Human Services, and the Bureaus of Mental Health and Mental Retardation of the Department. Approximately 1,500-2,000 children receive services through these grants.

Major accomplishments during the year have focused on earlier intervention with infants or young children who are handicapped or at risk of becoming handicapped, with particular emphasis on "environmental risk" factors; on continued interagency linkages; and on the provision of services to children-and-families together, rather than to children as isolated clients. Toward these ends:

- Funds were obtained in conjunction with the Department of Corrections and Human Services to expand home-based service programs from five to nine sites;
- Three additional Infant Mental Health seminars were offered; over 150 professional service providers representing many different disciplines have now received this four day "basic training."
- A three year federal demonstration grant for preventive intervention and support for 0-3 year olds and their parents was obtained from the Office of Special Education and Rehabilitative Services, effective July 1, 1984; and
- A five year federal grant for the development of a comprehensive service system for "multiple agency" handicapped adolescents was obtained from the National Institute of Mental Health, effective July 1, 1984.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardation.

OFFICE OF COMMUNITY SUPPORT SYSTEMS

SUSAN WYGAL, DIRECTOR

Central Office: State Office Bldg.; *Floor:* 4 *Telephone:* 289-3617
Mail Address: Statehouse Sta. #40, State Office Building, Augusta, Maine 04333
Established: January 16, 1984
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 249; *Citation:* 34B M.R.S.A., Sect. 3004

PURPOSE: The Office of Community Support Systems was established to promote and support the development, implementation and management of comprehensive systems of services for persons with chronic mental illness and to ensure the integration and maintenance of a decent quality of life for such persons through the development of community support service systems in the local mental health service areas.

ORGANIZATION: The Office of Community Support Systems within the Bureau of Mental Health was established in January 1984, evolving from the federally-funded Community Support Systems Project, part of a national initiative to assess, plan, and develop community support systems for persons discharged from state psychiatric hospitals. As community-based services to chronically mentally ill persons became a more predominant direction within the mental health system, the scope of these services grew to encompass a broader population including persons with chronic mental illness who may have been institutionalized only briefly, or not at all. The Director of the Bureau of Mental Health appoints, consistent with Personnel Law, the Director of the Office. The Regional Program Coordinators, who work in the regional mental health service areas, report to the Director. Crisis Stabilization Program Staff report to the Regional Program Coordinators.

PROGRAM: The Office of Community Systems (OCSS) works directly with consumers of mental health community support services and their families. Through technical assistance, staff support, and contracts, OCSS has promoted the development of twelve family support and advocacy groups as well as the statewide chapter of the National Alliance for the Mentally Ill. Through funding and technical assistance, OCSS has promoted the growth of consumer self-help groups throughout the state which meet through statewide teleconferencing.

Staff of the Office of Community Support Systems also provide technical assistance and training to provider agencies and organizations either directly or through conferences, workshops, or other types of training and development activities. This enables providers to improve service delivery and design new programs. For example, OCSS, as part of its focus on the housing and vocational needs of mentally ill persons, sponsors annual housing and vocational conferences which bring providers together to share programs and ideas and learn about innovations in those fields.

FY 85 notably marked the establishment of three Crisis Stabilization Program sites which provide around the clock crisis intervention services and short-term emergency and respite housing services to mentally ill persons to avert institutionalization.

OCSS also works with local and regional groups to conduct needs assessment and planning for service system development.

Goals and objectives for OCSS are contained in the State mental health report which is updated annually by the Bureau of Mental Health.

PUBLICATIONS:

Community Support Housing Technical Assistance
Family Support Group Organizing Manual
WORK; Work, Opportunities, Resources, Knowledge—Quarterly Newsletter

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Health.

DIVISION OF DATA AND RESEARCH

ROBERT FOSTER, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191P; *Citation:* 34B M.R.S.A., Sect. 1204
Average Count—All Positions: 7 *Legislative Count:* 6

PURPOSE: The overall goal of the Division of Data and Research is to support and assist in the development and implementation of programs, plans, and policies which reflect Departmental mandates and contribute to more effective service delivery. Specific responsibilities include:

1) Implementation and operation of an electronic data processing system supporting office management; an integrated billing system capturing third party revenues for services rendered to Departmental clients; and various reporting systems providing program management and quality assurance tools utilizing client demographic, treatment, unmet needs, financial, staffing, and other data bases.
2) Preparation of various reports, evaluations, surveys, grant applications, and other documents supporting Departmental initiatives.
3) Plan and program development, which includes preparation of departmental plans or guidelines for compliance with state and federal mandates, participation on committees concerned with the needs of particular client groups, and coordination with other units of the department and state agencies in areas of mutual concern.
4) Education, training, and human resource development functions which coordinate and design training and education opportunities for department personnel; improve management and professional skills at all staff levels; and, through conferences, seminars, and workshops, provide nationally recognized expertise to public and private organizations serving Department clientele.

ORGANIZATION: Originally created in 1977 as the Division of Planning in what is now the Department of Mental Health and Mental Retardation, the current Division of Data and Research is the result of a 1984 administrative realignment integrating data related and training functions, and making these directly responsible to the Associate Commissioner for Programs.

PROGRAM: During FY 85 the Division administered the continuing activities of the Maine Career Mobility Project. These included close linkages with Maine's University system and other institutions in the design and sponsorship of a variety of educational and training offerings enhancing the treatment and direct care capabilities of Department staff at the Augusta and Bangor Mental Health Institutes. Vital to this effort was the integrated development of curriculum and course offerings at University of Maine at Augusta, University of Maine at Farmington, and Bangor Community College focussing on psychiatric, mental health, and rehabilitative areas of immediate utility to front line staff.

Division education and training staff with support from the National Institute of Mental Health, designed and are implementing a three year human resource development initiative which will develop further training and education alternatives for mental health providers and administrators; train key staff in new roles, tasks, and skills necessary to the Department's establishment of the legislatively mandated Bureau of Children with Special Needs; improve the functional management skills of Department managers; and assist correctional staff in Maine's jails to identify and deal with symptoms of mental illness and access the appropriate community resources. Other grant proposals developed included the establishment of a statewide respite care capability and a comprehensive state mental health planning system.

Additionally, the Division provided support and organization for a variety of seminars, symposiums and workshops addressing key issues in the provision of services to mentally ill, mentally retarded, and developmentally disabled adults and children. Among these were:

—William Schumacher Lecture Series on Mental Health and Child Abuse; Elissa Benedek, M.D. keynoter.

—Autism in the 80's: Whose Problem is it?; Anne Donnellan, Ph.D., presentor.
—Prevention of Developmental Disabilities with Dr. George Tarjan
—Infants at Risk in New England
—Treatment of Incest and Child Sexual Abuse with Hank and Anna Giaretto
—Critical Management Issues Facing Public Mental Health Managers, conducted by Robert Agranoff, Ph.D.

Division staff are currently designing and testing a computerized client tracking and billing system which will generate additional third party revenue for reimbursable treatment, provide essential program and management information, and increase the efficiency of clerical and administrative support functions.

PUBLICATIONS:

Resource Directory (available December, 1985) fee to be determined
Career Mobility Reports—no fee
University of Maine Linked Program Reports—no fee

Videotapes:

Stigma—no fee
De-institutionalization—no fee
Mental Health and Deafness Services—no fee
Manpower Implications of Forensic Services—no fee
Mental Health and Child Abuse—no fee
Autism in the 80's—no fee
Management Issues in Mental Health—no fee

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are included with those of the Department of Mental Health and Mental Retardation.

DEVELOPMENTAL DISABILITIES OFFICE

KEVIN W. CONCANNON, COMMISSIONER
PETER R. STOWELL, EXECUTIVE DIRECTOR

Central Office: State Office Building, Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1984
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191D; *Citation:* 34B M.R.S.A., Sect. 1211
Average Count—All Positions: 3 *Legislative Count:* 2

PURPOSE: The Department of Mental Health and Mental Retardation is designated as the sole agency of the State to administer any statewide plan for the construction, equipment, maintenance or operation of any facility for the provision of care, treatment, diagnosis, rehabilitation, training or related services; which plan is required under provision of PL 98-527 "The Developmental Disabilities Act of 1984."

The Developmental Disabilities Office provides staff support to the Maine State Planning and Advisory Council on Developmental Disabilities. The Developmental Disabilities Office assists the Council in improving and enhancing the network of services available to developmentally disabled persons of all ages in Maine.

ORGANIZATION: The Department of Mental Health and Mental Retardation is designated as the Administering agency for the Developmental Disabilities Council by 34B M.R.S.A. 1211 para. 4.

The Office is composed of an Executive Director, a Developmental Disabilities Planner, Consumer Education Coordinator and a secretary.

The staff assists The State Planning and Advisory Council on Developmental Disabilities in examining the issues germane to the Council's mission and purpose.

PROGRAM: Please reference the State Planning and Advisory Council on Developmental Disabilities.

PUBLICATIONS:

All FREE (limited availability on asterisked items)

—DD Dispatch (The DD Council's newsletter)
—*A Free, Appropriate Public Education for Handicapped Children
—Insights: A Handbook for Parents of Children with Disabilities (Third Edition)
—Preventing Developmental Disabilities in Maine: Recommendations for Action. Prepared by Medical Care Development, Inc.
—*Three-year State DD Plan 1984-1986
—Jargon and Acronyms: A Booklet of Descriptions and Definitions
—1984 Annual Report
—Special Education for Parents: Rights and Responsibilities
—*Every Child a Healthy Child: Report of the Select Committee for the Prevention of Developmental Disabilities. Prepared by Medical Care Development, Inc.
—*Making the Transition from School to Community Living: An Interim Report to the 112th Maine Legislature. By the Select Committee to Address Training and Employment Opportunities for Handicapped Persons Beyond School Age. Prepared by Human Services Development Institute, USM.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are included with those of the Bureau of Mental Retardation.

ELIZABETH LEVINSON CENTER

ROBERT DURGAN, Ph.D., DIRECTOR

Central Office: 159 Hogan Rd., Bangor *Telephone:* 941-4400
Mail Address: 159 Hogan Rd., Bangor, Maine 04401-5697
Established: September 23, 1971 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 200; *Citation:* 34B M.R.S.A., Sect. 6252
Average Count—All Positions: 72 *Legislative Count:* 67

PURPOSE: The Elizabeth Levinson Center serves severely and profoundly retarded children, ages birth to twenty (20) in a combined residential and training program. Referrals for admission come through the Bureau of Mental Retardation Regional Offices located throughout the state.

The primary purpose of the Center is Respite Care Evaluation and Training for severely and profoundly retarded children. The purposes of the Center are:

1. Provision of Emergency Respite Care and Respite Care for families with severely and profoundly retarded children;
2. Provision of residential and program services for severely and profoundly retarded children.
3. Provision of contracted training. This program provides a family and their child with an extended period of training and residential services. This program provides parents with specific evaluations and training methods or elimination of negative behaviors which may prevent that child from taking part in community and school programs;
4. Provision of short-term complete evaluation services of severely and profoundly retarded children resulting in recommendations for future program developments;
5. Support placement of severely retarded children in the community;
6. Provision of early intervention program for developmentally disabled children, birth to five years. This includes Center-based and home-based services and consultations.

ORGANIZATION: The Elizabeth Levinson Center was created in 1971 as the Regional Care

Facility for the Severely and Profoundly Mentally Retarded at Bangor as an institution under the supervision of the director of the Bureau of Mental Retardation and under the overall supervision of the Department of Mental Health and Mental Retardation. Its name was changed to the Elizabeth Levinson Center in 1973. The majority of the direct care staff are State employees; medical, dental and hospital services are provided by the community.

The Elizabeth Levinson Center accepts referrals for admission from the six regional offices of the Bureau of Mental Retardation. A regional office caseworker and Center social worker make an intake visit to the family and present the case for consideration to the Admissions Committee (made up of professional staff, representatives of various disciplines, parents and public school personnel). Following acceptance to admit, a Service Contract is written stating goals, responsibilities of the parties, and date of discharge. An Individual Program Plan (IPP) is developed and program reviews are conducted monthly or quarterly depending on the Service Agreement Contract. Throughout the child's residence, parents are actively involved with their individual program in order to mitigate the separation adjustment and to increase the potential of transition of the program into the home once the child is discharged.

PROGRAM: The Center continues to provide residential and training programs to severely and profoundly retarded children and their families.

Activities of note include expanded outreach services and assistance to families in rural areas, expanded in-service training for Bureau and Center staff, increased Center involvement in public school staff training and the provision of training to community provider agencies.

The Center offers an Early Intervention Program providing Center-based and home-based services to children birth to five years of age. Consultation with Preschool Coordination sites is also available.

Education programs for school age children are now provided by attending local school programs in the Bangor and Brewer area.

PUBLICATIONS:

Elizabeth Levinson Center Brochure

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELIZABETH LEVINSON CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	994,218	994,218				
Health Benefits	64,976	64,976				
Retirement	178,696	178,696				
Other Fringe Benefits	4,417	4,417				
Other Contractual Service	81,409	75,452			5,957	
Rents	1,885	1,885				
Commodities	40,236	37,477			2,759	
Grants—Subsidies—Pensions	56,597	56,597				
Buildings and Improvement	3,317	3,317				
Equipment	21,211	18,646			2,565	
Transfers to Other Funds	82				82	
TOTAL EXPENDITURES	1,447,044	1,435,681			11,363	

BUREAU OF MENTAL HEALTH

MICHAEL J. DeSISTO, Ph.D., DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333 TTY: 289-2000

Established: 1959 *Sunset Review Required by:* June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 193; *Citation:* 34B M.R.S.A., Sect. 3001

Average Count—All Positions: 1,079.5 *Legislative Count:* 1,125

Organizational Units:

Mental Health Advisory Council Interstate Compact on Mental Health
Office of Community Support Services

PURPOSE: The Bureau of Mental Health was established to reduce and eliminate personal anguish and suffering, social and economic disruption, and the waste of human potential resulting from mental illness and related disabilities. The Bureau has been responsible for the direction of mental health programs in the institutions within the Department and for the promotion and guidance of community mental health programs within the State. In addition, the Bureau is empowered to expand community mental health services, to encourage participation in these programs by residents of the communities and to secure State and local financial support for the programs. To implement the community programs, the Bureau cooperates with other State agencies, municipalities, persons, unincorporated associations and non-stock corporations. In the name of the Department of Mental Health and Mental Retardation, it may adopt and promulgate rules, regulations and standards relating to the administration and licensing of the services authorized, and make financial grants to be used in the conduct of mental health services. The Director of the Bureau is also administrator of the Interstate Compact on Mental Health, which provides the legal basis for the interstate transfer of hospitalized patients when it is to the benefit of the patient, his family and society as a whole, disregarding the legal residence of the patient. The Bureau is also mandated to promulgate rules aimed at protecting and enhancing the rights of recipients of mental health services.

ORGANIZATION: The Bureau of Mental Health was created in 1959 to provide centralized direction and administration for mental health programs in Maine which formerly were administered by the superintendents of the institutions. The Commissioner of Mental Health and Mental Retardation appoints, subject to Personnel Laws and with the advice of the Mental Health Advisory Council, the director of the Bureau of Mental Health. Legislation, relative to Maine's participation in the Interstate Compact on Mental Health was enacted in 1957.

PROGRAM: The Bureau of Mental Health (BMH) is primarily engaged in promoting and organizing an effective, integrated, and coordinated comprehensive mental health care system. In recent years, this has involved the reduction of the populations of the two mental health institutes and the growth of community mental health services in the eight mental health service areas in the state. This reduction in the population levels in institutional care has been commensurate with an improvement in the quality of services in the institutes.

Mental health goals and objectives are contained in the State mental health report which is updated annually. The Mental Health Advisory Council reviews and advises the Commissioner on the development and content of the report. Goals included maintaining and improving the quality of the comprehensive system, including both the institutional and community components, especially in its ability to serve persons with chronic mental illness, children and adolescents, elderly persons, and deaf persons. Major objectives were accomplished through the continued and increasing cooperation and coordination of the various components of the service delivery system.

During FY 85 several major activities and accomplishments occurred. Among these are the development of program initiatives in the areas of crisis assistance, housing, social support, socialization, and vocational services for persons with chronic mental illness, mutual support for families with mentally ill members, and early intervention. Through its Deaf Services Coordinator, the Bureau has focused on improved and expanded services to deaf persons in Maine,

such as the development of a specialized therapeutic community residential program, enhanced in-patient services, education and consultation activities, and improved use of interpreters. In addition, the Bureau continued to support the work of the Joint Task Force on Mental Health Services to Elderly Persons and began, through the Bureau's Elderly Services Coordinator, the implementation of major Task Force recommendations, such as assisting in the development of regional coordinating groups, housing alternatives, and training/public education efforts. The Bureau has also continued a national research and demonstration program of deinstitutionalization of individuals with chronic mental illness through Medicaid waiver funding of model community rehabilitation residences. Such program initiatives often occurred in cooperation with community agencies and organizations and other state and federal agencies.

The Bureau has continued to improve accountability for state resources through its uniform cost identification and reporting format and principles of reimbursement for community mental health services. Continued efforts have resulted in the improvement of the structure for reimbursement of services through the Medicaid program and private insurance. In other areas of accountability, improvements were made in the process of licensing mental health programs through the continued implementation of joint licensing standards for residential child care facilities and updated licensing statutes. FY 85 also marked the beginning of patients' rights monitoring and training through the licensing process.

The Office of Community Support Systems has continued to promote and support the development and improvement of comprehensive, coordinated community support systems for persons with chronic mental illness, with a special focus on the need for housing, vocational, and crisis and respite services. With the creation of the Crisis Stabilization Program, three sites were established to provide around the clock crisis intervention and emergency and respite housing services.

Maine has provided national leadership in several areas of mental health policy during this year. The Bureau is continuing to implement comprehensive regulations on the rights of persons who receive mental health services in the state and has developed major policies relating to treatment of incapacitated patients. Other areas where broad input was promoted through task groups, workshops, media, training, public forums, and advisory groups included the needs of elderly citizens, seriously disturbed children and adolescents, deaf persons, and persons with chronic mental illness.

LICENSES, PERMITS, ETC.

License:

Agencies for the Provision of Mental Health Services

1. Aroostook Mental Health Center
2. Community Health & Counseling Services
3. St. Michael's Center
4. Blue Hill Memorial Hospital, Inc.
5. The Together Place, Inc.
6. Three Hudson Street
7. Kennebec Valley Mental Health Center
8. Motivational Services, Inc.
9. Kennebec Valley Regional Health Agency
10. Diocesan Human Relations Services Home Aide Services
11. Crisis and Counseling Centers, Inc.
12. Youth & Family Services, Inc.
13. Tri-County Mental Health Services
14. Maine Medical Center
15. Cumberland Area Mental Health Consortium
16. Western Maine Counseling Service
17. Amity Center
18. Shalom House, Inc.
19. Ingraham Volunteers
20. Holy Innocents Home Care Service
21. Community Health Services, Inc.
22. Community Counseling Center
23. Marriage & Family Counseling of Diocesan Human Relations Services
24. York County Counseling Services, Inc.

25. Bath-Brunswick Mental Health Association
26. Dirigo Resources
27. Mid-Coast Mental Health Center

Licensed by Joint Licensing Task Force

28. The Homestead Project, Inc.
29. Little Brothers Association of Greater Portland
30. The Spurwink School
31. Sweetser Children's Home

PUBLICATIONS:

Mental Health in Maine 1984-1985
Maine Mental Health Plan 1981-1986
Rights of Recipients of Mental Health Services
Your Rights as a Psychiatric Inpatient in Maine
Service Definitions for the Prevention and Treatment of Mental Health Disorders
Mental Health Licensing Review Protocol
Guardianship
Report of the Task Force on Mental Health Services to Elderly Persons
Available to interested individuals by contacting the Bureau.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	434,915	178,890			256,025	
Health Benefits	19,452	8,901			10,551	
Retirement	68,498	28,314			40,184	
Other Fringe Benefits	1,724	759			965	
Other Contractual Service	949,558	611,222	242,303		96,033	
Rents	3,326	3,326				
Commodities	5,119	2,306	95		2,718	
Grants—Subsidies—Pensions	10,963,945	8,513,708	17,026		2,433,211	
Equipment	4,650				4,650	
Transfers to Other Funds	7,763		3,279		4,484	
TOTAL EXPENDITURES	12,458,950	9,347,426	262,703		2,848,821	

BUREAU OF MENTAL RETARDATION

MICHAEL J. TARPINIAN, DIRECTOR

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: July 1, 1969 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 197; *Citation:* 34-B M.R.S.A., Sect. 5201
Average Count—All Positions: 934 *Legislative Count:* 951.5

PURPOSE: The Bureau of Mental Retardation was established to assure that services and programs available to the citizens of Maine are equally available to mentally retarded individuals and their families. The Bureau is responsible for the direction of mental retardation programs in State institutions and for the planning, promotion, coordination and development of the complete and integrated statewide program for mentally retarded persons. The Bureau serves

as liaison, coordinator and consultant to several state departments in accomplishing the provision of such comprehensive services. It also serves as Public Guardian and/or Conservator for mentally retarded citizens in need of this service.

ORGANIZATION: The Bureau of Mental Retardation was established in 1969. Central Office staff include a Director, a Manager of Field Operations, a Manager of Resource Development, a Coordinator of Client Services, a Quality Assurance Manager, Management Analysts and clerical support. The Bureau is responsible for the operation of the Pineland Center, Elizabeth Levinson Center, Aroostook Residential Center, and the Infant Development Center. The Bureau operates a residential and workshop training center in Freeport. In addition, community mental retardation programs are supported through grants by the Bureau to private, non-profit agencies. Administratively, the State has been divided into six regions with an Administrator in each. Community social service staff assist individuals in obtaining services, assist agencies in securing finances and developing programs, review all cases referred to and from institutions, and provide program planning services to clients. Early intervention services for developmentally delayed infants and children (age birth through 5 years) are provided through the Child Development Worker Program.

PROGRAM: During FY 85, the Bureau continued its focus to increase the quality of services to Maine's mentally retarded citizens. To that end, the Bureau held a series of state-wide hearings to receive written and oral testimony on the service needs of mentally retarded individuals. A detailed work plan has been developed to accomplish the objective to increase and improve services.

Also, the Bureau continued its focus on meeting the needs of young disabled adults who, due to reaching age 20, are no longer eligible for school services. The Bureau participated in a Select Committee which developed a plan to begin addressing these needs. In addition, funding was appropriated to establish employment/training services for young adults.

A federal grant to the Bureau began the Autism Project which is a pilot project for delivering comprehensive services to autistic children and their families in two geographic locations.

LICENSES, PERMITS, ETC.

Certification of Six Bed Boarding Home for the Mentally Retarded

PUBLICATIONS:

Policies, Rules and Regulations for Protective and Supportive Services
Directory of Programs for Mentally Retarded
Individual Program Plan Manual
Interagency Standards for Adult Community Programs
Pineland Consent Decree (Appendices A&B)
Statutes Governing the Bureau of Mental Retardation
ICF/MR Rules and Regulations Principles of Reimbursement
Case Management Manual

ALL FREE

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL RETARDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,435,799	3,282,359			153,440	
Health Benefits	187,938	178,972			8,966	
Retirement	545,479	520,886			24,593	
Other Fringe Benefits	21,015	20,349			666	
Computer Services—State	246	199			47	
Other Contractual Service	872,205	821,074	—1,950		53,081	
Rents	79,247	79,001			246	
Commodities	41,842	37,012	3,187		1,643	
Grants—Subsidies—Pensions	8,392,461	7,314,575			1,077,886	
Equipment	8,462	7,098	400		964	
Interest—Debt Retirement	3	3				
Transfers to Other Funds	3,423		42		3,381	
TOTAL EXPENDITURES	13,588,120	12,261,528	1,679		1,324,913	

MILITARY AND NAVAL CHILDREN'S HOME

EDWARD W. MORRIS, SUPERINTENDENT

Central Office: 103 South Street, Bath *Telephone:* 443-4251 or 443-9575
Mail Address: 103 South Street, Bath, Maine 04530
Established: February, 1866 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 209; *Citation:* 34 M.R.S.A., Sect. 2951
Average Count—All Positions: 13 *Legislative Count:* 13

PURPOSE: The Military and Naval Children's Home is declared to be a state institution, the purpose of which is the short term shelter and care of children, ages 2-18, of this State who are in need of it due to one or more of the following reasons: lack of appropriate alternative shelter and care; potential or actual abuse or neglect; or family crisis and upheaval. Subject to the approval of the Superintendent, a child may be allowed to remain in the Home beyond the age of eighteen to complete all or a part of an educational or training program.

ORGANIZATION: The Military and Children's Home, originally called the Children's Asylum, was founded in 1864. The Home was established as a State institution called the Bath Military and Naval Oprhan Asylum by a Private and Special Law of 1866, and until 1929, supervision of the Home was vested in Trustees. The Home received its present name in 1929 when it was placed under the Department of Health and Welfare. In 1939 it was transferred to what is now the Department of Mental Health and Mental Retardation.

The program receives referrals for admittance to the Home from a wide variety of sources: The Department of Human Services, school social workers, juvenile intake officers, ministers and parents seeking voluntary placement of children. All referrals are received by the Superintendent of the Home and reviewed in consultation with the Office of Children's Services, Department of Mental Health and Mental Retardation, or such agencies or parents as may be involved in the placement. The admission procedure also requires the completion of an application, a record of the child's history and behavior and a medical examination form. The child remains at the Home until the situation that necessitated placement is resolved or the family indicates that they want the child or children returned home or to an acceptable alternative placement with another family member.

PROGRAM:

The Home has enlarged its population to meet a growing need to provide short term care for children whose parents are receiving treatment for family violence, child neglect, alcoholism, etc. Since April, 1983, the average population has been 23, with a new maximum set at 25 children.

A Board of Visitors has been established to assist in the development of policy and program changes, to monitor the progress of the Home during the current period of transition, and to provide continuing oversight to the operation of the Home. The Commissioner of the Department of Mental Health and Mental Retardation appoints members to this 9-member Board of Visitors.

Professional training, courses, workshops and seminars have been established for the child care staff at the Home, on a continuing basis. A contracted Social Worker is also assigned to the Home on a full-time basis.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY AND NAVAL CHILDREN'S HOME	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	221,176	221,176				
Health Benefits	11,323	11,323				
Retirement	43,531	43,531				
Other Fringe Benefits	857	857				
Other Contractual Service	23,459	23,459				
Commodities	8,198	8,198				
Equipment	1,995	1,995				
TOTAL EXPENDITURES	310,539	310,539				

PINELAND CENTER

JOSEPH FERRI, SUPERINTENDENT

Central Office: Pineland Center, New Gloucester, Maine *Telephone:* 688-4811
Mail Address: Box E, Pownal, Maine 04069-0902

Established: March 6, 1907 *Sunset Review Required by:* June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 198; *Citation:* 34-B M.R.S.A., Sect. 5402

Average Count—All Positions: 696½ *Legislative Count:* 714½; November 1984-684

Organizational Units:

Residential Services
Program Support Services
Volunteer Services
Personnel
Staff Development
Case Management Service
Medical Support Services
Institutional Support Services
Psychological Services
Community Division Services

PURPOSE: Pineland Center, a comprehensive center for the developmentally disabled, provides training, education, treatment and therapeutic care for persons who are mentally retarded. It is part of the comprehensive network of community and institutional services provided by the Bureau of Mental Retardation. The primary objectives are delivered through multiple components to ensure the level of client services, to maintain compliance with the Consent Decree, and to fulfill the Intermediate Care Facility/Mental Retardation Residential and Developmental Training Center regulations.

Specific objectives to achieve the most appropriate level of training, education, treatment and care for each client are as follows:

a. To provide residential treatment both long and short term which emphasizes training in dressing, grooming, eating, toileting and other activities of daily living;
b. To provide medical and psychological treatment which maintains or improves the residents' physical or psychological status;

c. To provide a thorough evaluation and treatment program of physical, occupational, communication, psychological and recreation therapies to maintain or increase residents' levels of independence with skills and behaviors;
d. To provide a total treatment program based on residents' needs through the Interdisciplinary Program Plan (I.P.P.);
e. To provide a structured day program to accomplish specific training and education as directed by the I.P.P.;
f. To provide resident information to families, guardian and correspondents;
g. To provide out-patient diagnostic and evaluation services;
h. To provide the least restrictive residential and treatment program on a continuum from institutional placement through community placement; and
i. To provide adequate preparation for staff involved with the training, education, treatment and care of long and short term residents.

A more general purpose is to provide preventive services through genetic counseling and public education, and to serve as an educational and informational resource to interested and concerned agencies, groups and individuals on a statewide basis, on all aspects and problems of mental retardation.

ORGANIZATION: Pineland Center, located in the town of New Gloucester in Cumberland County, was established in 1907 as the Maine School for the Feeble Minded, governed by a Board of Trustees. In 1925, the name of the institution was changed to Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed the institution until 1939 when it was placed within the then Department of Institutional Services. This department later became the current Department of Mental Health and Mental Retardation. This institution's current name, Pineland Center, was authorized by the legislature in 1973.

Pineland's special programs in education and training are organized to develop the best possible potentials of this very handicapped group and to provide the special care and treatment required for their multiple physical and medical problems.

Additionally, Pineland offers a variety of services to many other mentally retarded persons who are not court certified for admission:

a. Respite and Temporary Care providing short term stays for respite care, medical examination, analysis and treatment and emergency restraints;
b. Outpatient Services, including dental, genetic, medical, x-ray and laboratory testing; and
c. Community Education, Information and Consultative Services.

PROGRAM: During FY 85 Pineland Center retained its full mental retardation facility accreditation from the Joint Commission on Accreditation of Hospitals; it also received renewal of Certification as an Intermediate Care Facility-Mental Retardation (ICF-MR), thus assuring the highest levels of care and training.

In this first full year under the direction of Joseph Ferri as Superintendent, the Center continued its comprehensive programs of education, training, and skilled nursing and medical care in a normalized and homelike living and teaching environment. There was intensified emphasis on all aspects of community support activities.

The census this past year decreased to 284 residents; two smaller residential units, Federation Apartments III and IV, were closed to accommodate the change. Some 58 community placements were made, with only 4 returning to Pineland. During the year there were 38 new judicial certifications. There were also 144 temporary admissions, 62 of which were for respite care, and 11 for medical reasons. The remaining 71 were referred to the Behavior Stabilization unit for short term intensive intervention in assisting community based programs in the management of behaviorally disruptive clients. Of all temporary admissions, 106 had left the Center by the end of the fiscal year.

Pineland's expanded outpatient programs were maintained, making diagnostic, evaluative and treatment services available to retarded persons statewide, for the assistance of their parents, guardians or other caretakers. Such programs included; dental clinic services, medical evaluations, special clinics (orthopedic, scoliosis, seizure) electroencephalogram, electrocardiogram, X-ray, laboratory work and genetic chromosome analysis, as well as communications, occupational therapy, physical therapy, psychology, and others. The dental clinic with 1,339 units of service, maintained its offices for outpatients at Pineland and also conducted an active outreach

program, bringing dental services for the retarded to other locations through the state. X-ray services for visiting outpatients totaled 298, while the laboratory, in addition to its work for retarded outpatients, performed 1,650 biochemical and microbiological tests for some 1,000 individuals at other state facilities.

Several steps were taken to expand Pineland's role as an education center. Three major workshops at Pineland were opened to staff from the Bureau of Mental Retardation, community facilities and related professional associations; the wide-ranging coverage of these workshops included: communication skills for the severely handicapped, neurodevelopmental therapy with adaptive equipment, and dealing with behaviorally difficult clients. In addition, training courses and seminars were presented at Pineland and throughout the state for numerous interested professional and lay groups. Staff education and resource materials were relocated in the Berman building, thereby opening up new general class and meeting rooms and providing expanded space for the library and audio-visual materials. A guide to library services and audio-visual materials was distributed to the Bureau of Mental Retardation and affiliated groups. Students from a variety of professional disciplines served internships at Pineland. Through the support of the Pineland Parents and Friends Association, a Parent/Family section was added to the library.

PUBLICATIONS:

Pineland Center Programs, Services and Information	No Charge
Pineland Center Maps & Directions	No Charge
Technical Manuals (assorted)	Cost of reproduction
Appendix "A" Pineland Center Standards	No Charge
Rights of the Retarded (A Summary of the Consent Decree)	No Charge
A Brief History of Pineland Center	No Charge

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PINELAND CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,378,413	11,371,153			7,260	
Health Benefits	781,472	780,928			544	
Retirement	2,076,152	2,074,989			1,163	
Other Fringe Benefits	50,061	50,026			35	
Computer Services—State	7,511	7,511				
Other Contractual Service	710,887	707,854	42,459		—39,426	
Rents	10,832	10,390	442			
Commodities	362,092	360,213	1,421		458	
Grants—Subsidies—Pensions	623,513	623,513				
Buildings and Improvement	48,745		14,825		33,920	
Equipment	57,970	56,926	483		561	
Transfers to Other Funds	136		389		—253	
TOTAL EXPENDITURES	16,107,784	16,043,503	60,019		4,262	

PUBLIC INFORMATION OFFICE

RALPH LOWE, DIRECTOR OF INFORMATION AND PUBLIC AFFAIRS

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 14; *Unit:* 191I; *Citation:* 34-B M.R.S.A., Sect. 1204
Average Count—All Positions: 1 *Legislative Count:* 1

PURPOSE: The purpose of the administratively established Office of Information and Public Affairs is:

a. To inform the general public of programs and services provided by the department and to provide information in an effort to eliminate the harmful stereotypes which have prohibited mentally ill and mentally retarded individuals from community participation;
b. To assure that the department is attuned to public needs and attitudes in order to respond appropriately; and
c. To coordinate the most comprehensive volunteer effort in state government in order to enhance services to clients through increased community awareness and participation.

ORGANIZATION: The Office of Information and Public Affairs is located within the Program Services Division. The Director is responsible for:

a. Preparing news releases concerning events within the department;
b. Maintaining daily contact with the news media;
c. Preparing educational brochures regarding departmental services for public distribution;
d. Preparing daily news summary for departmental officials;
e. Functioning as legislative liaison;
f. Consulting and advising the Volunteer Services Coordinators from the institutions; and
g. Organizing honors recognition ceremonies for volunteers from the various programs who have made outstanding contributions to the volunteer effort.

PROGRAM: During the latter half of 1984 and through the first six months of 1985, the Office of Information and Public Affairs was involved in informational activities both regionally and statewide. The Office assisted in the following efforts:

1. Helped coordinate media coverage of a statewide conference of mental health consumers in Gorham at the University of Southern Maine, intended for Maine and other New England mental health users to share common experiences and interests.
2. Publicized a new service called the "Child and Adolescent Service System Project", one of 12 nationwide, to serve severely and emotionally disturbed children and adolescents.
3. Assisted in alerting the public to the need for innovative program proposals to secure training and employment opportunities for handicapped youth leaving high school special education programs.
4. Organized a statewide media briefing on inter-departmental efforts to close the gap in mental health treatment and prevention services for Maine children and their families.
5. Coordinated media coverage of the choosing of a select committee to improve children's prevention programs in Maine.
6. Continued public awareness efforts on behalf of the monthly mental health discussions, co-sponsored by the Alliance for Troubled Families of Waterville and Augusta Mental Health Institute.
7. Helped publicize Pineland Workshop for professionals from throughout Maine and Canada for special training to improve mobility for profoundly handicapped persons.
8. Assisted in alerting Maine people of the expansion of the UCONN School of Social Work advanced Social Work degree course offerings in Maine.
9. Helped the Maine State Alliance for the Mentally Ill inform the public concerning guest speakers, reports and meeting agendas.
10. Organized a news briefing on mental health initiatives to help elderly citizens and the

Open House dedication of BMHI's newly renovated Pooler Pavilion.

11. Organized statewide news briefings on the launching of the "Treat Yourself to A Friend Today" campaign, co-sponsored by the Consumer Advisory Board and the MDMH/MR, to secure citizen volunteers in communities across Maine to help mentally retarded persons adjust to neighborhood living; to heighten public awareness as to how, in helping handicapped persons, those who participate, help themselves to a more healthy outlook and personal pleasure in service to others.
12. Handled media coverage of the department's Fifth Annual Schumacher Distinguished Lecture Series on Mental Health Issues.
13. Coordinated media coverage and information regarding statewide public focus seeking citizen ideas and concerns about mental health services in Maine.
14. Announced the winning projects, and grant allotments, to secure employment opportunities for developmentally disabled young adults who are no longer eligible for further educational training.
15. Helped organize logistics and media coverage of Pineland Center's "Be An Angel, Buy An Angel" project to aid mentally retarded residents of that facility.
16. Announced contracts to agencies supporting an array of comprehensive community mental health services.
17. Organized the kick-off initiative to serve Maine's autistic children in the new Autism Services Program.
18. Handled media coverage of the Giarretto child sexual abuse conference in Bangor.
19. Handled media coverage of the Office of Children's Services campaign to keep families together through intervention counseling in crisis situations.
20. Organized media coverage of the public hearings which marked the first public review of Maine's status and compliance with the Pineland Consent Decree settlement.
21. Publicized the implementation of mental health services for Maine's deaf population.
22. Issued media advisory on Governor Brennan's annual holiday visit to Maine's major state institutions, staff, patients and residents.
23. Announced new Infant Development Program being offered in Auburn-Lewiston area.
24. Handled media coverage for the Third Annual Awareness Contest of the Maine Developmental Disabilities Council.
25. Announced the formation of the Child and Adolescent Service Systems Project for Maine's special needs children, whose severe emotional and behavioral disabilities cut across the responsibilities of two or more public agencies.
26. Announced the formation of the "Maine Preventive Intervention Demonstration Model" at Mid Maine Medical Center intended to help handicapped infants and those at risk.
27. Handled media advisories for special briefing on the Concannon Commission recommendations.
28. Announced the statewide training program on fire safety techniques for mentally and physically handicapped citizens.
29. Announced the initiation of the Mental Health Crisis Stabilization Program.
30. Handled media coverage of the Autism Conference at Bowdoin College.
31. Handled media coverage of the 6th Annual Volunteer Services Recognition Ceremony in the State House.
32. Coordinated information and coverage of the Hallowell-based new housing experiment for mentally retarded citizens.
33. Coordinated news briefing on Maine's Mental Health Plan and initiatives.
34. Coordinated media coverage of special mental health forum featuring Dr. Steven S. Sharfstein.
35. Announced Michael Trout's infant mental health seminars.
36. Coordinated media coverage of 7th annual Maine Rowdies relay run to benefit Pineland residents.
37. Announced new program in York County to assist special needs children.

During this period, the Information Office also issued other news releases concerning events, appointments and legislative testimony.

It continued into its fourth year the publication of "Report", a special journal distributed statewide and across the country, designed to increase public knowledge and awareness of programs, activities, policies and other matters affecting the entire mental health/mental retarda-

tion system.

It carried out a comprehensive public service campaign on radio and television.

It continued with its statewide awareness program on the dangers of drinking during pregnancy, with the theme, "A Pregnant Woman Never Drinks Alone", embodying public service spots, brochures, posters and bumper stickers in both English and French.

PUBLICATIONS:

"Mental Health: Keep It In Mind" Sticker
Report Magazine
Mental Health Services Directory
Maine's Licensing Program in Mental Health Pamphlet
Governor's Mental Health Manpower Commission Status Report
Maine Mental Health Plan
Stress Pamphlet
Volunteer Services Booklet—Elizabeth Levinson Center
"A Pregnant Woman Never Drinks Alone"
Posters, bumper stickers (French and English) Brochures.
"Treat Yourself to a Friend Today" sticker
Booklet: Guardianship, Questions and Answers
ALL ARE FREE

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Mental Retardtion.

MAINE COMMITTEE ON PROBLEMS OF THE MENTALLY RETARDED

ANNE HAYES, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333

Established: 1967 *Sunset Review Required by:* June 30, 1993

Reference: Policy Area: 03; *Umbrella:* 94; *Unit:* 375; *Citation:* 34-B M.R.S.A., Sect. 1210

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The main purpose of the Maine Committee on Problems of the Mentally Retarded is to serve in an advisory capacity to the Commissioner and to the Director of the Bureau of Mental Retardation in assessing present programs, planning future programs and in developing means to meet the needs of mentally retarded persons in Maine.

ORGANIZATION: The Maine Committee on Problems of the Mentally Retarded is composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 9 representative citizens appointed by the Governor, who designates a chairman. Appointments are made for 3 years. Members of the committee serve without pay but are reimbursed for expenses ont he same basis as state employees.

PROGRAM: The Committee holds monthly public meetings in various locations across the state. The major accomplishment of the Committee during FY 85 was the continuation of its involvement and focus on the needs of young mentally retarded adults who are recent graduates of public schools. This effort assisted in securing additional funds specifically for the expansion of employment and day program opportunities to meet these needs.

In addition, the Committee has presented supportive testimony before the Legislature regarding the budget of the Bureau and legislation affecting Maine's mentally retarded citizens.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Mental Retardation (MH&MR).

MAINE MUNICIPAL BOND BANK

STEPHEN R. CROCKETT, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: Community Drive, Augusta *Telephone:* 622-9386
Mail Address: Community Drive, Augusta, Maine 04330
Established: 1972 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 376; *Citation:* 30 M.R.S.A., Sect. 5164
Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Municipal Bond Bank was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

ORGANIZATION: The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank, nor do governmental units presently pay any fees for services provided. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

PROGRAM: In October 1984, a bond offering was issued for $23,610,000 which helped a total of twenty-seven governmental units finance their capital projects. In May 1985, another bond offering was issued for $29,945,000 which helped a total of twenty-eight governmental units finance their capital projects. Both issues were rated Aa by Moody's Investment Service, Inc. and AA by Standard & Poor. Concurrently with the bond issues, the Maine Municipal Bond Bank assists governmental units, particularly the smaller units, with their long-term financial plans and debt management problems.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 1985: The State accounting records for FY 85 do not contain any accounts assigned to this unit. Operating expenses are covered by income from investment of reserve and operating funds.

MUNICIPAL RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 90; *Unit:* 377; *Citation:* 30 M.R.S.A., Sect. 2214
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Municipal Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of municipal records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the municipal level. Program services are provided to municipal governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The Municipal Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of municipal records. The Board consists of five members, including the State Archivist as Chairman ex officio and the State Registrar of Vital Statistics, and three municipal officials appointed by the Governor for terms of three years upon the recommendation of the Maine Municipal Association, the State Archivist, and the State Registrar of Vital Statistics. The headquarters of the Municipal Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the Municipal Records Board serve without compensation.

PROGRAM: The Board acts upon requests to destroy specified records submitted by various municipalities. In cooperation with the Municipal Records Board, the Maine State Archives provides technical assistance to a number of municipalities. Municipal officers attended the ongoing document restoration workshops conducted by the Maine State Archives.

LICENSES, PERMITS, ETC.

The Municipal Records Board is responsible for authorizing the destruction of municipal records having no permanent value (30 M.R.S.A., Sect. 2213). Procedures for the disposition of such records have been prescribed by the Board in accordance with the Administrative Procedures Act. Action taken by the Municipal Records Board is evidenced by the issuance of an executed *Request for Disposition of Municipal Records.*

FINANCES, FISCAL YEAR 1985: 30 MRSA Section 2215 & 2216 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

MUNICIPAL VALUATION APPEALS BOARD

RAYNOR I. CROSMAN, CHAIRMAN
ALICE V. WHITE, Clerk

Central Office: 179 Mt. Vernon Ave., Augusta *Telephone:* 623-4158
Mail Address: Statehouse Sta. #87, Augusta, Maine 04333

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 378; *Citation:* 36 M.R.S.A., Sect. 291

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Municipal Valuation Appeals Board was established to hear any municipality deeming itself aggrieved by the State valuation placed on it by the Director of the Bureau of Taxation, provided the municipality files a written notice of appeal within proper time limits, and to raise, lower or sustain the State valuation and render its decision, which may be appealed to the Supreme Court, no later than January fifteenth following the date on which the appeal is taken. The Board is authorized to administer oaths, take testimony, hold hearings, summon witnesses and subpoena records, files and documents as it deems necessary, and to promulgate rules and regulations governing procedure before it. The Board is also authorized to hear municipalities which are appealing findings by the State Bureau of Taxation that assessing standards and the quality of assessing are below the minimum standards established by the Maine Legislature.

ORGANIZATION: Originally established in 1969, the Municipal Valuation Appeals Board consists of five members appointed by the Governor, for three year terms. One member a former town assessor, one member a former city assessor, two members with prior experience in the appraisal of real estate and personal property, and one member "who shall represent the public." All former assessors and appraisers are required to have had a minimum of five years experience in their field.

PROGRAM: The Municipal Valuation Appeals Board received requests for hearings of the proposed State Valuation from six municipalities during 1984. One appeal was adjusted following revised studies made by the Property Tax Division and jointly agreed to by the Board. The proposed State Valuation was reduced in two municipalities following hearings before the Board. The proposed State Valuation of one municipality appealed beyond the time limit. One municipality withdrew. Also one other failed to appear at the hearings.

There were no appeals from municipalities failing to achieve an assessment ratio of 70% required under Title 36, Section 327, sub-section 1 M.R.S.A.

The Board members traveled to some of these municipalities before the hearings to get a better incite of the conditions.

The Rules for municipalities contemplating appeals were re-written.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MUNICIPAL VALUATION

MUNICIPAL VALUATION APPEALS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	17,453	17,453				
Health Benefits	877	877				
Retirement	2,032	2,032				
Other Fringe Benefits	59	59				
Other Contractual Service	3,973	3,973				
Rents	3,000	3,000				
Commodities	218	218				
TOTAL EXPENDITURES	27,612	27,612				

NEW ENGLAND BOARD OF HIGHER EDUCATION

REPRESENTATIVE NEIL ROLDE, CHAIRMAN OF MAINE DELEGATION

Central Office: 45 Temple Place, Boston, Mass. 02111 *Telephone:* (617) 357-9620

Maine Delegation Liaison Office: Education Bldg., Augusta; *Floor:* 2*Telephone:* 289-218?
Mail Address: Statehouse Sta. #119, Augusta, Maine 04333

Established: 1955 *Sunset Review:* Not Established

Reference: Policy Area: 02; *Umbrella:* 98; *Unit:* 081; *Citation:* 20A M.R.S.A., Sect. 11002

Average Count—All Positions: 20 *Legislative Count:* 0

PURPOSE: The New England Board of Higher Education is a congressionally authorized regional, non-profit agency that seeks to encourage cooperation and efficient use of resources among colleges and universities in New England. Basic funding comes from the region's six states and New England-based corporations. The purposes of the New England Board of Higher Education are to provide greater educational opportunities and services through the establishment and maintenance of a coordinated educational program for the persons residing in the several states of New England parties to this compact, with the aim of furthering higher education in the fields of medicine, dentistry, veterinary medicine, public health and professional, technical, scientific, literary and other fields.

ORGANIZATION: Of the 8 members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services. Four others are named by the Governor for 2-year terms, one is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the Speaker of the House. All members receive their actual expenses incurred in the performance of their official duties.

PROGRAM: The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purposes: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England; to serve as a center for the collection and dissemination of information pertinent to the institutions and agencies concerned with higher education; to serve as an administrative and fiscal agent for higher educational contracts and agreements among the institutions and governments in New England; to provide consultative services on educational topics of major regional significance to the institutions, agencies and governments of New England; and to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education.

Although programmatic directions are flexible in response to changing educational needs, the Board anticipates that the following basic programs will continue to be included among NEBHE's services to the region: New England Commission on Higher Education and the Economy, New England Regional Student Program, New England Commission on Academic Health Centers and the Economy of New England, research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region, and emphasis on the retraining of the New England workforce.

Basic operating funds of the Board are provided by the six state governments of New England through legislative appropriations based upon population. The Board also receives federal grants, as well as gifts from private sources of financial support for both general and specific purposes. The Board's fiscal operations are fully accountable to the public.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee.

The Maine Delegation to the New England Board of Higher Education for FY 85 is as follows:
Representative Neil Rolde, York (Chairman of the Maine Delegation)

Representative Nathaniel J. Crowley, Jr., Stockton Springs (Vice Chairman of New England Board of Higher Education)
Robert Eugene Boose, Commissioner of the Department of Educational & Cultural Services
Patrick McCarthy, Chancellor of the University of Maine
Senator Kenneth Hayes
Rosalyne Bernstein, Portland
Senator Nancy Randall Clark, Freeport
Jane de Frees, Rumford Center

PUBLICATIONS:

Facts about New England Colleges
A compilation of up-to-date commonly used statistics (Free)

Connection
A Quarterly newsletter which is devoted to discussion of major problem areas in the region's higher education community (Free)

New England Regional Student Program Enrollment Report (Free)
New England Residence and Migration Report 1975-1976 (Free)
New England Regional Student Program Offerings (Undergraduate) (Free)
New England Regional Student Program Offerings (Graduate) (Free)
New England Higher Education and the Economy:
Commission Prospectus ($2.00)
Issues Reports ($1.00)
Preliminary Report, A Threat to Excellence ($3.00)
Business and Academia, Hoy and Bernstein ($12.00)
New England's Vital Resource: The Labor Force, Hoy and Bernstein ($12.00)
Financing Higher Education: The Public Investment ($19.95)

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

(OFFICE OF) COMMISSIONER OF PERSONNEL

DAVID W. BUSTIN, COMMISSIONER

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Established: 1937 *Sunset Review Required by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 60; *Unit:* 389; *Citation:* 5 M.R.S.A., Sect. 631

Average Count—All Positions: 35 *Legislative Count:* 35

Organizational Units:
Merit System Division Administrative Division
Employee Relations Division (See also Governor's Office of Employee Relations unit reported under the Executive Department).

PURPOSE: The (Office of) Commissioner of Personnel was established to promote effective service and economy in the offices and employment of the State; to ensure that positions essentially alike in duties and responsibility are treated alike in pay and other personnel processes; and to ensure that applicants for State positions are afforded fair and equal opportunity to obtain employment on the basis of merit and fitness.

Through the authority vested in the Commissioner of Personnel, the (Office of) Personnel is an independent service agency of State government. The Commissioner, under legislation passed by the 107th Legislature, is empowered to prescribe, amend and enforce rules and regulations having the force of law upon approval of the Governor, relative to: eligible registers; classification of positions in the classified service; compensation plans; examinations for admission to the classified service; provisional, emergency, exceptional and temporary appointments; probationary period; transfer, reinstatement; demotion; suspension, layoff and dismissal; leave of absence, resignation, hours of service, vacations and sick leave; personnel records; in-service training; service ratings, and certification of payroll. The Commissioner is further empowered to conduct special investigation of any action or condition presumed adverse to, or in violation of, State Personnel Law and the rules and regulations made thereunder.

ORGANIZATION: In 1937, the State's merit system law, statutorily designated as the Personnel Law, was enacted. Patterned after the federal civil service law, it established the foundation for merit system administration in Maine. The Act provided for a three-member State Personnel Board and a Director of Personnel and defined their respective powers, duties and responsibilities. Administration of this law was vested in the Director of Personnel who functioned as head of the Bureau of Personnel within the Department of Finance, and who was appointed by the Board to serve a term at its pleasure. In 1941, the personnel function was removed from the Department of Finance and accorded the status of a separate department, although its authority remained vested in the Director of Personnel. In 1976, the Legislature revised the Personnel Law elevating the Director of Personnel to a commissionership and empowering the Commissioner with major powers and duties formerly the responsibility of the Personnel Board. By statute, the Commissioner is appointed by the Governor, after consultation with the Personnel Board and review by the Joint Standing Committee on State Government. The Commissioner serves at the pleasure of the Governor or until a successor has been appointed and qualified.

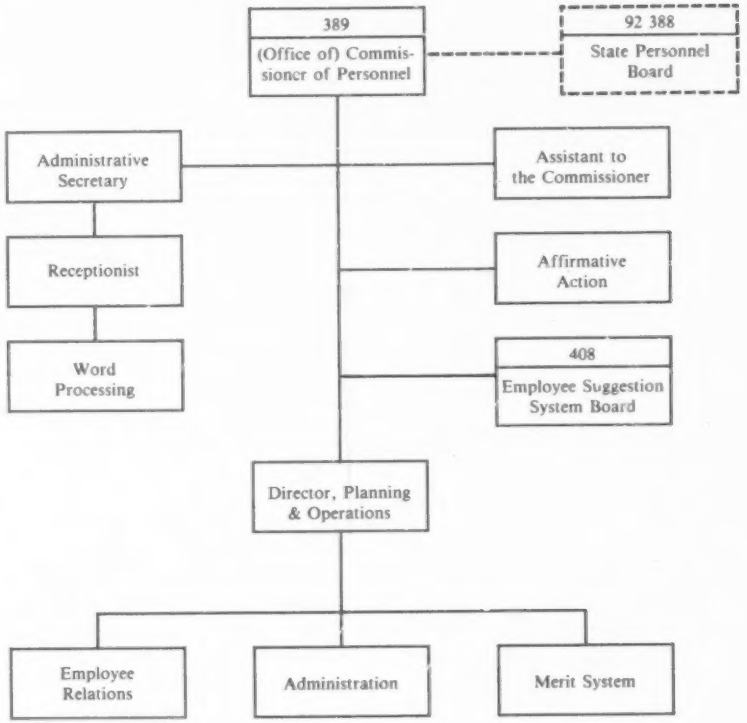
In January 1981, the Governor placed the Office of Employee Relations under the direction and control of the Commissioner of Personnel and a Director of Employee Relations was appointed by the Commissioner to manage labor relations and collective bargaining activities.

All functions are accomplished through the following divisions:

The Administrative Division is responsible for all business management functions, for coordinating research and information services, and for the maintenance and improvement of administrative processing and information services.

The Merit System Division is responsible for job analysis and maintenance of the classification plan, examination construction and validation, recruitment, application review and evaluation, examination administration, maintenance of registers (job referral lists), administration and revision of Personnel Law and Rules, maintenance of records (manual and automated),

ORGANIZATIONAL CHART
(OFFICE OF) COMMISSIONER OF PERSONNEL
UMB 60



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
(OFFICE OF) COMMISSIONER OF PERSONNEL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	695,556	695,556				
Health Benefits	38,592	38,592				
Retirement	132,919	132,919				
Other Fringe Benefits	3,269	3,269				
Computer Services—State	87,510	87,510				
Other Contractual Service	75,575	75,575				
Rents	9,922	9,922				
Commodities	32,499	32,499				
Equipment	75,455	75,455				
TOTAL EXPENDITURES	1,151,297	1,151,297				

collective bargaining advice and support, and review of legislation.

The Employee Relations Division is responsible for the negotiation and administration of contracts, employee relations programs and policies, for representing the state in bargaining unit determinations, prohibitive practice issues and similar proceedings, and for representing the state in Courts of Law.

PROGRAM: FY 1985 marks the 48th year of merit system administration in Maine state government. Since the enactment of merit system legislation in 1937, the (Office of) Commissioner of Personnel and a State Personnel Board have been vested with the authority for its administration. The purpose of merit system administration remains unchanged—to select, examine, appoint, train and develop a competent and efficient work force to carry out the business of the State of Maine.

Goals and Objectives. The goal of the (Office of) Commissioner of Personnel continues to be to provide a workable, modern, merit-based personnel management system for State agencies. Immediate objectives are to:

1. Continue to evaluate and improve the existing system in terms of its contribution to effective personnel management and employee relations in State agencies;
2. Continue to react promptly to employee concerns and grievances and to improve employee relations in general.
3. Continue and expand training programs for State supervisors and employees and encourage staff development at agency level.
4. Continue development of a classification plan which is documented, referenced to job analysis findings, and meets service needs.
5. Continue to explore and implement effective use of electronic data processing and streamlined processes.
6. Continued to improve communication with the public, state employees and state agencies.
7. Continue to provide better examination procedures through use of job analysis techniques and validity models.
8. Continue to adhere to concepts and programs in support of equal employment opportunity, affirmative action and employment of the handicapped in the public service.
9. Continue and expand cooperative personnel functions and improvements with line agencies.
10. Continue to confer and negotiate in good faith with certified bargaining agents and to make good faith attempts to resolve labor-management issues in a mutually productive manner.

The Merit System Division, the **Administrative Division** and the **Affirmative Action Coordinator** continued to monitor the automated applicant tracking system in order to refine and improve processing procedures and to identify and correct any system difficulties. This system provides the capability to track applicants by minority status, veterans status, sex, age or handicap as they progress through the application and examination processes required for placement on class registers. Using the tracking system, the department can determine the point in the screening and testing processes where a particular applicant group may be having difficulty or appears to be adversely affected, so that any needed corrective action can be taken.

The tracking system also assists the department with scheduling applicants for testing, and with maintaining a large number of records accurately and with minimal processing time. Approximately 20,000 applications for employment were processed through the system during this reporting period.

To assist State agencies in filling positions, the Merit Division continued to provide job training and apprenticeship opportunities in several data processing classifications and established a new trainee program in the Human Services Caseworker classification to ensure the availability of appropriately trained employees in problem rural areas of the State. An apprenticeship program for direct care workers at Pineland Center was continued. Also, the department continued to encourage State agencies to broaden their use of job training and apprenticeships as a means to meet their problem recruitment needs and affirmative action requirements.

To comply with the extension of the Federal Fair Labor Standards Act to State agencies, the Merit Division worked with the Employee Relations Division to develop and implement a process for applying the overtime provisions and exemption criteria of the FLSA to classifications and positions in Maine State service. Exemption determinations were completed for all

classifications above pay grade 20 at the time of this report.

Both divisions continued their efforts to meet the recommendations and objectives set forth in the joint report of the Governor's Management Task Force and the Department of Personnel:

(1) The Merit Division continues its activities to enhance the management of the classification system. A sub-project to update class specifications for the 1,200 classifications in State service using standard format and language was completed. These revised specifications will soon be available to line agencies through the Bureau of Purchases. Updated class specifications will better enable line agency managers to comply with Executive Order 3 FY 83/84, which requires managers to insure that employees are performing duties which are consistent with the authorized classification for the position.

(2) This past year the Legislature enacted a law which requires periodic negotiations with labor unions over the job evaluation system used to allocate job classifications to pay grades. Negotiations will begin in the near future, and it is anticipated that the results of a Comparable Worth Study jointly undertaken by the State and the MSEA will be included in these broader negotiations. This new law has changed the timetable the Merit Division had previously developed for its comprehensive classification project, as it would be counter-productive to finalize this project before these required negotiations have been concluded.

(3) The 1983 employment standards developed for the State's 4,000 Direct Hire positions were revised and provided to line agencies for implementation. Direct Hire positions are classified positions for which examination, recruitment and selection functions are performed by individual agencies under procedures approved and monitored by the Department of Personnel. The revised standards require uniform procedures for recruitment and public announcement and applicant screening, testing and evaluation. The revised standards also prescribe uniform reporting and recordkeeping procedures, and explain the recruitment and screening services available through the Maine Job Service.

(4) The management of employment registers for hard-to-fill occupations has been partially decentralized to selected line agencies. Agency staff may now contact applicants certified to vacancies to determine their continued interest/availability, and replace those who are no longer interested or available with new names before the certification list is forwarded to the interviewing supervisor. This greatly reduces the time required to fill these vacancies and improves the efficiency and effectiveness of the interview process.

(5) During FY 1985, the Certification Section processed 2,384 agency requisitions to fill vacancies in the competitive division of the classified service. Approximately 15,944 candidates were referred in response to these requisitions. 1,994 appointments were made from these certifications as follows: 1,017 or 51% of these appointments were reinstatements from layoff, or transfers, promotions or demotions of State employees; 52 or 3% were reemployments of former State employees; and 925 or 46% were original (open competitive) appointments.

(6) The department continued the implementation of its Personnel Management and Administration system software to improve authorization, recordkeeping and analysis of personnel actions.

(7) Using procedures developed under the State Affirmative Action Program, and with the cooperation of the Cabinet and agency heads, State agencies have increased their use of the expanded certification process. By comparison, 431 requests for expanded certifications were processed in FY 1984 and 1,493 were processed in FY 1985. Under the expanded certification process, a normal referral list may be expanded to include a member of a protected class (female/minority/handicapped), provided the requesting agency demonstrates an under-representation through a utilization analysis of its workforce, and provided a member of the protected class requested is not on the normal referral list.

The Governor's Office of Employee Relations continued its responsibility for administering contractual agreements, providing assistance to line agencies in labor relations activities and representing the State in grievance and arbitration proceedings and proceedings before the Maine Labor Relations Board and the courts.

Settlements were reached with the five MSEA units in August 1984 which continue until June 30, 1986. A settlement with the Instructors' Unit of the State's Vocational Schools was

reached in September 1984, which continues through June 1986. A settlement with the State Police Unit was reached in September, 1984 which continued through the end of FY 1985.

Negotiations were conducted with the Institutional Services Unit represented by Council #74, AFSCME, and the Administrators' Unit of the State's Vocational Schools. A settlement was reached with the Administrators' Unit in June, 1985, which continues in effect through June 1986. The settlement process with the Institutional Services Unit had not been completed at the close of the reporting period.

As the result of the extension of the Federal Fair Labor Standards Act to State employees, the division worked closely with the Federal Department of Labor, State agency leadership and State agency personnel officials to assess, explain and deal with the impact of the overtime provisions of the Act on contractual agreements, scheduling practices and current compensation policies.

During the year, the **Training Unit** provided training to 1,322 participants, most of them supervisors. Courses covered core supervisory skills, labor relations, clerical skills, personnel policies and other subjects relevant to State employment. In addition, the unit offered special training and consultation on demand. Training was provided by a four-member staff with a 20-member volunteer training cadre drawn from line agencies and managed by the staff.

Under the requirement and authority of Executive Order, the **Workers' Compensation Unit** is responsible for the centralized management of workers' compensation claims. The unit coordinates the input of line agencies with the input of the Department of Personnel, the Attorney General's office, and a contracted adjustment service firm to ensure that claims against the State are processed expeditiously, and in accordance with the standards and procedures established by the unit.

During FY 1985, the unit designed and conducted several statewide workshops and seminars on the techniques of accident investigation, claims processing procedures, the requirements of the revised workers' compensation statute, and supervisory responsibility for accident prevention and investigations.

The Maine State Safety Committee met regularly throughout the reporting period to develop safety training and accident prevention programs and to provide direction to State agencies with respect to their safety and accident prevention concerns.

Special accomplishments of the unit during FY 1985 include improved programs for on-site safety inspections, for monitoring employees who lose work time due to a work related injury or illness, and for working with agencies to identify (or develop) jobs suitable to the limitations of injured employees, to enable their return to safe, productive State employment.

PUBLICATIONS: The following publications are obtained through the Department of Personnel unless otherwise noted:

State of Maine Personnel Rules (also available through Central Warehouse, Bureau of Purchases, Code #F139-A) ($2.37 each).

Instructional Pamphlet for Oral Examination Candidates (Free)

Informational Pamphlet on Veterans Preference in Maine State Service (Free)

A Listing of Classes Continuously Open to Application (Free)

Career Opportunity Bulletins (Announcements for Classes Open to Application for Employment) (Free)

Salary Schedules (With Alphabetical Listing of Classes and Ranges) Available through Central Warehouse, Bureau of Purchases, Order #F139) ($6.17 each)

State of Maine Application for Employment. (Application forms are also available from branch offices of the Maine Job Service). (Free)

Affirmative Action Manual. (Prepared by the State Affirmative Action Task Force, and available through Central Warehouse, Bureau of Purchases, Order #F135). ($2.13 each)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) COMMISSIONER OF PERSONNEL (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	695,556	695,556				
Health Benefits	38,592	38,592				
Retirement	132,919	132,919				
Other Fringe Benefits	3,269	3,269				
Computer Services—State	87,510	87,510				
Other Contractual Service	75,575	75,575				
Rents	9,922	9,922				
Commodities	32,499	32,499				
Equipment	75,455	75,455				
TOTAL EXPENDITURES	1,151,297	1,151,297				

EMPLOYEE SUGGESTION SYSTEM BOARD

DAVID W. BUSTIN, COMMISSIONER OF PERSONNEL

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333

Established: 1981

Reference: Policy Area: 00; *Umbrella:* 60; *Unit:* 408; *Citation:* 5 M.R.S.A., Sect. 642

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Suggestions System Board has responsibility for the guidelines for administration of the State Employee Suggestion Award Program (5 MRSA, Section 642) and for making final determinations on suggestions submitted under these guidelines.

ORGANIZATION: The Board consists of the Commissioners of Personnel and Finance and Administration, ex officio, and one other Commissioner appointed by the Governor. The Commissioner of Business, Occupational and Professional Regulation has been appointed as the third member.

PROGRAM: Under the guidelines endorsed by the Suggestion System Board, cash awards are provided for suggestions which result in a cost savings to the State. The amount of a cash award is based on the amount of savings (10% of the annual savings estimated or realized up to a maximum award of $2,000).

A staff person of the Department of Personnel functions as the Administrator of the Suggestion Program, and each major department provides a staff person to promote the Suggestion Program to its employees and to work with the Administrator to establish committees with the expertise needed to prepare evaluation reports for the Board's use.

Fifty (50) suggestions have been processed since the last reporting period, and a total of 79 suggestions have been processed since the Suggestion Program was implemented in June, 1984. Cash awards (ranging from $321.40 to $55.80) have been awarded for 6 of these 79 suggestions, and these 6 suggestions are expected to save the State about $10,000 per year in operational costs. Evaluation reports for 19 of these 79 suggestions had not been completed at the close of FY 1985.

FINANCES, FISCAL YEAR 1985: $55.80 was transferred from a State agency account to a special revenue fund available to the Department of Personnel for administering the Suggestion Award Program.

STATE PERSONNEL BOARD

ANNALEE Z. ROSENBLATT, CHAIRPERSON

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3761
Mail Address: Statehouse Sta. #4, Augusta, Maine 04333
Established: 1937 *Sunset Review:* Not Established
Reference: Policy Area: 00; *Umbrella:* 92; *Unit:* 388; *Citation:* 5 M.R.S.A., Sect. 591
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Except where addressed through a governing bargaining agreement, the State Personnel Board hears and resolves appeals concerning the application of the State's classification and pay allocation systems and concerning disputes between permanent employees and their agencies. The Board serves as a general advisory board to the Commissioner.

ORGANIZATION: The Board consists of five members of the public, each experienced in personnel relations or management. Appointments to the Board are made by the Governor, with review by the Joint Standing Committee on State Government and confirmation by the Legislature. One member of the Board is designated by the Governor as chairman. Each appointment is for a term of four years and until a successor has been appointed and qualified.

PROGRAM: No appeals were brought before the State Personnel Board during FY '85.

PUBLICATIONS: State Personnel Board—*Procedure for Hearing Appeals* (free)—May be obtained through the (Office of) Commissioner of Personnel.

FINANCES, FISCAL YEAR 1985: The Board did not incur any expenses.

PINE TREE LEGAL ASSISTANCE

JOHN DAVID KENNEDY, CHIEF EXECUTIVE
ELINOR G. MILLER, Deputy Chief Executive

Central Office: 4 Milk Street, Portland *Telephone:* 774-4 53
Mail Address: P.O. Box 547DTS, Portland, Maine 04112

Reference: Policy Area: 03; *Umbrella:* 99; *Unit:* 479; *Citation:* P.L. 1983, C. 477B

PURPOSE: Pine Tree Legal Assistance, Inc. is a Maine not-for-profit corporation incorporated to provide assistance to low income persons with civil legal problems.

ORGANIZATION: PTLA is governed by a 36 member Board of Directors composed of attorneys appointed by the Maine State Bar Association and of eligible clients. The Program is administered by an Executive Director and Program Administrator located in a Central Office in Portland and additionally maintains local service offices in Portland, Lewiston, Augusta, Bangor, Machias and Presque Isle, a Native American component in Augusta and a Farmworker component in Bangor, and is a co-sponsor of the Maine Volunteer Lawyers Project with the Maine State Bar Association and the Maine Bar Foundation.

PROGRAM: Pine Tree Legal Assistance, Inc. is an independent Maine not-for-profit corporation which receives funding from a number of governmental and private sources. The Program's primary funding source is the Legal Services Corporation, a quasi-public not-for-profit corporation in Washington, D.C. with supplemental funding from the State of Maine, United Way, and other private sources. Pine Tree represents Maine citizens and groups at or below 125% of the Federal poverty level and has a client eligible population of 210,000 persons or 18.7% of the state's population. Pine Tree operates on a calendar year basis and in 1984 it's six service offices were contacted by 9,481 eligible clients. 7,577 clients or eligible client groups received simple advice, printed informational materials, referral to another source of help, or brief service by program personnel. More substantial legal assistance was provided in 1,904 cases including representation of clients before Maine District Courts, Maine Superior Courts, the Maine Supreme Judicial Court, before local and state administrative agencies, legislative committees, review boards, advisory councils, Federal District and Appellate Courts, and Federal Administrative Agencies. The program handled 213 cases of significant import in 1984 including 9 cases argued before the Supreme Judicial Court, 10 cases argued in the United States Court of Appeals and 4 petitions for certiorari presented to the United States Supreme Court.

PTLA accepts cases for representation based on case acceptance priority plans developed by each office, with cases involving termination and/or denial of government benefits or housing problems generally being assigned the highest priority. Of all cases closed in 1984, 42% were in the public benefits area; 30% were in the housing area, 17% were in the family law area; 8% in the consumer area and the remaining 3% in the areas of employment, education, individual rights and miscellaneous.

PUBLICATIONS:

Pine Tree maintains client education materials, which are available at no charge to callers in 40 substantive areas of the law. These brochures may be obtained by calling any of Pine Tree's six local service offices or by calling the Maine Volunteer Lawyers Project at (800) 442-4293. The most popular brochures cover housing, General Assistance, and domestic violence issues.

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

PINE TREE LEGAL ASSISTANCE, INC.
SUPPORT, REVENUE AND EXPENSES—STATE OF MAINE FUNDS
July 1, 1984—June 30, 1985

SUPPORT & REVENUE	
State of Maine Grant Award	$75,000
EXPENSES	
Salaries, Wages & Benefits	
Lawyers	30,897
Non-lawyers	17,363
Employee Benefits & Payroll Taxes	7,202
Sub-Total	**$55,462**
Contracted Services	2,643
Travel & Meetings	16
Space & Occupancy	3,951
Office & Consumable Support	1,916
Telephone	4,830
Equipment Rental & Maintenance	334
Litigation, Judicare & Court Costs	3,835
Library Maintenance	1,222
Other Expenses	2,618
Application of Management & General	16,923
Sub-Total	**$38,288**
TOTAL	**$93,750**
Excess (Deficiency) of Support & Revenue over Expenses	**(18,750)**
Fund Balance, at beginning of Year	18,850
Fund Balance, at year end	—0—

Please Note: Pine Tree's fiscal year runs January 1 to December 31. Therefore, our financial statements are audited on that basis and the above budget is not final and absolute because year end distributions can be only approximately calculated.

POLICY REVIEW BOARD
(Governor Baxter School for the Deaf)

Central Office: Mackworth Island, Falmouth
Mail Address: P.O. Box 799, Portland, Maine 04104
Established: November, 1983
Reference: Policy Area: 02; *Umbrella:* 92; *Unit:* 467; *Citation:* 20-A M.R.S.A., Sect. 7503
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Governor shall appoint a 7-member Policy Review Board to review and make recommendations relative to the Governor Baxter School for the Deaf. The board shall have access to the school, but may not participate in the administration of the day-to-day operations of the school. The board shall make annual recommendations to the commissioner relative to the management of the school with copies being sent to the members of the joint standing committee of the Legislature having jurisdiction over education. The board's specific duties include, but are not limited to:

A. Making policy recommendations to the superintendent and the commissioner;
B. Reviewing policy development by the superintendent and commissioner;
C. Reviewing the implementation of policy;
D. Reviewing staff recruitment, retention, promotion and evaluation policies and procedures;
E. Holding hearings for staff, parents, students, alumni, special education directors and general public and otherwise soliciting the opinions of individuals in those groups concerning the operation and role of the school; and
F. Conducting exit interviews with the staff members terminating employment with the school.

ORGANIZATION: The Governor shall appoint a 7-member Policy Review Board.

A. The term of office shall be 3 years.
B. The initial appointments shall be as follows:
    (1) Three members for 3 years;
    (2) Two members for 2 years; and
    (3) Two members for one year.
C. Replacements for board members who do not complete their term of office shall be for the remainder of the unexpired term.
D. No member of the Legislature may serve on the board.
E. The board members shall be representative of a broad range of professionals, parents and citizens interested in the education of deaf and hearing impaired students. They may include:
    (1) Professionals not employed by the Governor Baxter School for the Deaf who serve deaf and hearing impaired students;
    (2) Parents of deaf and hearing impaired students at the Governor Baxter School for the Deaf and in school administrative unit programs;
    (3) Representatives of handicap advocacy groups;
    (4) School administrative unit administrators or special education directors;
    (5) Members of the deaf and hearing impaired community; and
    (6) Interested citizens.

PROGRAM: A 7-member Policy Review Board was appointed by the Governor in November, 1983. The Board met four times during the 1984-1985 school year. Detailed minutes are available as part of the Board's Annual Report. At each meeting, an executive session was held involving only the Board and the administration. In these sessions, confidential matters were discussed. In addition, Board members conducted exit interviews with staff members who left the school during the year.

FINANCES, FISCAL YEAR 1985: No board member received any pay from the school. Travel expenses were covered under the administrative section of the school's budget.

MAINE POTATO QUALITY CONTROL BOARD

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE

Central Office: 744 Main Street, Presque Isle *Telephone:* 769-2711
Mail Address: 744 Main St., Presque Isle, Maine 04769
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 304; *Citation:* 7 M.R.S.A., Sect. 1033
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Potato Quality Control Board's purpose is to improve the quality of Maine potatoes; adopt grades for potatoes and identification to be used on consumer packs of potatoes to be packed in Maine bags; to hear and resolve grievances regarding inspections; and to adopt a fee schedule to cover necessary expenses of the board.

ORGANIZATION: The board consists of nine members, of whom one is elected by the Maine Potato Commission; one elected by the Maine Potato Sales Association; one a representative of the department, one appointed by the Governor to represent consumers, and five elected by the Maine Potato Council, one from District No. 1, one from District No. 3, one from District No. 4, and two from District No. 2. Members serve for staggered 2 year terms.

PROGRAM: The Board established grade standards for potatoes packed in bags readily identifiable as originating in Maine ("Maine Bags"). Those grades are superior to the standard US No. 1. The Board also adopted a uniform bag design and in conjunction with the Maine Potato Commission has promoted that package to the trade.

One objective of Quality Control Board activities is to increase the percentage of potatoes inspected. The Board recommended that the Commissioner establish inspection fees for potatoes in the Federal-State Inspection Program at a reduced rate for participants in the Maine Bag Program. The basic fee was set at .12 cents/cwt for track inspections, but participants in the Maine Bag Program were charged only 6 cents/cwt.

Program participation increased dramatically from that of previous years. The total percentage of tablestock potatoes shipped and meeting the requirements of the Maine Bag Standards amounted to 38% by cwt.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE POTATO QUALITY CONTROL BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Grants—Subsidies—Pensions	30,000	30,000				
TOTAL EXPENDITURES	30,000	30,000				

DEPARTMENT OF PUBLIC SAFETY

ARTHUR STILPHEN, COMMISSIONER

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-3801
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219; *Citation:* 25 M.R.S.A., Sect. 2901
Average Count—All Positions: 553 *Legislative Count:* 508
Organizational Units:

Bureau of State Police
Office of the State Fire Marshal
Capitol Security Police
Bureau of Liquor Enforcement
Maine Criminal Justice Academy
Board of Trustees Criminal Justice Academy
Bureau of Safety

PURPOSE: The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the Capitol Security Police Force, the State Fire Marshal, and the Bureau of Liquor Enforcement.

The Commissioner of Public Safety may organize the Department into such divisions in addition to the Bureau of State Police as he deems necessary.

ORGANIZATION: The Department of Public Safety was created in 1971 in State Government reorganization legislation to consolidate the former Department of State Police, the Enforcement Division of the State Liquor Commission, the State representatives and employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety. The Vehicle Equipment Safety Commission responsibility was removed to the Department of Transportation in 1972, and a 1973 amendment established the Department's organizational structure.

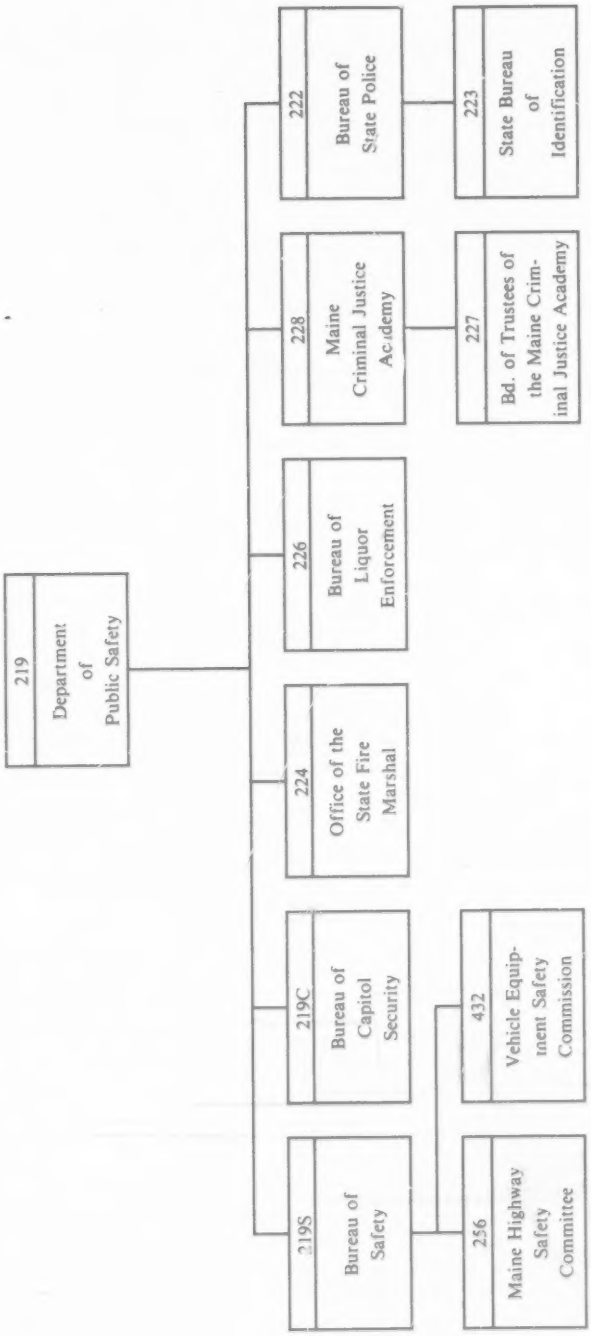
In 1978 the 108th Legislature added the Bureau of Capitol Security to the organization of the Department. Executive Order 6 Fy 80/81 brought about the Department's present form by transferring responsibility for administering the Highway Safety Program in Maine from the Department of Transportation. Through this Executive initiative, the Bureau of Safety was removed from the Department of Transportation with the Maine Highway Safety Committee reorganized to advise the Department of Public Safety and the Governor on highway safety matters.

PROGRAM: Other than Administration and the Bureau of Capitol Security, the activities of the Department during FY 85 are discussed in the individual reports of its components.

Administration. Effective with fiscal year 1980, the 109th Legislature funded the program entitled the "Commissioner's Office" following the appointment by the Governor of the first civilian Commissioner of the Department of Public Safety. This program included the Commissioner and the Director, Administrative Services. The Department further formed an Administrative Services Division, commencing in fiscal year 1980, to provide a full range of support services to the Bureaus and Divisions of the Department in the areas of Finance, Personnel, Printing and Audit, as described below.

Finance Office: This office provides accounting and budgetary services to the organizational units of the Department, which include the processing of bills for payment, preparation of purchase orders, maintenance of accounting records and transactions, maintenance of accounts receivable, preparation of bills and charges for services, analysis of expenditures and revenues, preparation of work programs and allotments, maintenance of vehicle accident and industrial accident reports, preparation of financial reports and comparative financial data and the maintenance of capital equipment and real property inventory control records.

ORGANIZATIONAL CHART
DEPARTMENT OF PUBLIC SAFETY
UMB 16



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF PUBLIC SAFETY

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	11,754,175	4,530,254	664,290	6,415,951	143,680	
Health Benefits	699,989	62,120	39,626	590,410	7,833	
Retirement	3,583,879	1,279,943	118,222	2,161,517	24,197	
Other Fringe Benefits	151,875	10,903	7,981	132,289	702	
Computer Services—State	139,893		3,857	136,036		
Other Contractual Service	3,332,858	536,137	181,626	2,453,660	161,435	
Rents	172,495	407	23,538	137,700	10,850	
Commodities	389,829	56,341	22,096	301,364	10,028	
Grants—Subsidies—Pensions	1,031,502	32,048	567	950,012	48,875	
Equipment	914,852	105,698	89,203	558,192	161,759	
Interest—Debt Retirement	932			932		
Transfers to Other Funds	283,587		16,212	166,824	—449	
TOTAL EXPENDITURES	22,354,866	6,613,851	1,167,218	14,004,887	568,910	

Fiscal year 1985 continued the departmental responsibility accounting system in which the responsibility center managers were held accountable for the expenses they incurred in the operation of their respective units. Greater management involvement and financial accountability was achieved in budget planning and the periodic review of operational accomplishments through the comparison of actual performance to budget forecasts. In order to assist in this endeavor, the Department continued to utilize a computerized on-line system to record financial transactions on a timely basis and to provide expense and budget reports to unit managers.

During fiscal year 1985, this office nearly completed the development of the computerized fixed asset file to replace annual records and to account for all fixed assets by responsibility center. All that remains to be converted to the computerized fixed asset file is the Bureau of State Police capital equipment. In addition, the Finance Office completed the successful computerization of civilian time and leave for the Department.

For fiscal year 1986, this office will place greater emphasis on budget planning at all levels of the Department in order to achieve full financial management and control. Efforts also will continue toward computerizing the fixed assets of the Bureau of State Police during FY 86 in order to place greater emphasis on management accountability at the Division and Troop level for capital equipment control and to provide a more effective means to conduct annual physical inventories of fixed assets. During fiscal year 1985, this office presented a major account reorganization to the First Regular Session of the 112th Legislature. The purpose was to realign funding sources of the department with program purposes. One major change was to establish new Administration Accounts apart from Operational Accounts. As a result of this account reorganization, an important objective of this office in fiscal year 1986 will be to develop departmental financial policies and procedures.

Personnel Office: This office administers all procedures for the recruitment, hiring, promotion, transfer, discipline, training, classification and pay, and labor relations for 562 employees in the department who comprise 75 different authorized classifications.

Major accomplishments for FY 85 were: 21 promotions; 48 new hires; 54 separations; 35 job analyses for new positions and reclassification/range changes; 124 out-of-state travel requests processed; 1,375 applicant inquiries answered; 314 performance appraisals; 37 grievances and arbitration cases (excluding State Police uniform positions); 72 training requests; 2 human rights cases; and 37 acting capacity requests.

During fiscal year 1985, the Personnel Office assisted in the ongoing reorganization of the State Police Data Processing Division. In addition, in conjunction with the State Police "Policing by Objectives" program, this office provided functional direction/guidance to the drafting of new State Police uniform position job descriptions.

In fiscal year 1986, the Personnel Office expects its newly drafted policies and procedures to be issued in final form. Lastly, the office will administer the State Police Trooper Applicant process to start a 55 cadet Academy in January, 1986.

Audit: This office is responsible for the external audit of all National Highway Traffic Administration project grants in the State of Maine in accordance with National Highway Traffic Safety Administration guidelines, the applicable highway safety plan, the HS-1 project grant contract and the requirements of Office of Management and Budget Circulars A-102, A-87, and A-128; and, the internal audit of the Bureau of Safety Planning and Administration function and Highway Safety Program in compliance with Office of Management and Budget circular A-128.

In order to bring up to date the backlog of external project grant audits in FY 85, this office modified its audit report format, streamlined the working papers, implemented project grant sampling, hired a contractual auditor, and established a materiality dollar cut off for the continuation of project grant audits. These approaches reduced the 129 project grant backlog to 7 as of August 1, 1985.

In fiscal year 1986, this office will complete the audit of the Highway Safety Program for the years ended June 30, 1984 and June 30, 1985. In addition, during fiscal year 1986, this office will examine the feasibility of establishing an internal audit function for the entire Department of Public Safety.

Printing Office: This office provides a full range of in-house printing and graphic arts to departmental Bureaus and Divisions at the least cost possible.

During fiscal year 1985, this office achieved the following operational accomplishments: 2,235,913 impressions; 569,229 copies collated; 477,379 copies stapled; 696,400 copies padded; 89,850 copies bound; 210,615 copies drilled; 289,850 copies folded; 692,702 copies cut; and

310½ layout/design/typesetting hours. The above production results were reached at an average per impression cost of $.012. In addition, the lower production results as compared to fiscal year 1984 were due to a change in Print Shop Managers in which the position was vacant for 1⅓ months.

During fiscal year 1985, this office acquired a fast copy system as a productivity measure. This acquisition enabled the Print Shop to maintain its high production at a very reasonable per impression cost. For fiscal year 1986, this office will continue to maintain the lowest possible cost per impression by evaluating printing equipment, procedures, and methods in the interest of cost effectiveness. In particular, the Print Shop will examine the possibility of acquiring a more reliable and efficient electrostatic plate maker. As part of its effort to maximize efficiency, the Print Shop also will begin drafting policies and procedures during FY 86 in conjunction with the development of departmental financial policies and procedures.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF PUBLIC SAFETY (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	211,163	72,602		138,561		
Health Benefits	10,071	1,631		8,440		
Retirement	63,663	14,934		48,729		
Other Fringe Benefits	2,198	341		1,857		
Other Contractual Service	83,921	18,485		65,436		
Rents	40			40		
Commodities	5,894	120		5,774		
Equipment	9,999			9,999		
Transfers to Other Funds	58			58		
TOTAL EXPENDITURES	387,007	108,113		278,894		

BUREAU OF CAPITOL SECURITY

DONALD SUITTER

Central Office: State Office Bldg., Augusta *Telephone:* 289-3477
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1977 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219C; *Citation:* 25 M.R.S.A., Sect. 2901A
Average Count—All Positions: 12 *Legislative Count:* 12

PURPOSE: The Bureau of Capitol Security is charged with the securing of buildings and properties during and after the hours of operation and the enforcement of all State Laws and departmental rules and regulations as they pertain to the Capitol Complex and Augusta Mental Health Institute Complex. The Bureau is also charged with supplying the control of traffic flow and parking at the Capitol Complex and the Augusta Mental Health Institute Complex.

ORGANIZATION: The Bureau of Capitol Security was established by the Legislature in 1977 as a branch of the Department of Public Safety. Prior to 1977, the Capitol Security responsibility was part of the Bureau of Public Improvements. In its present form the Bureau is made up of an administrative head with the title of Chief, one supervisor (Sergeant), nine security officers, and one Clerk Typist.

PROGRAM: During fiscal year 1985, the Bureau processed over 2600 complaints, handled 3 demonstrations, dealt with 2 bomb threats, investigated 15 automobile accidents, and issued over 10,000 parking tickets, which generated over $7,600 to the State's General Fund.

The major objective of the Bureau for fiscal year 1986 is to continue meeting the security needs for the State House Complex and the Augusta Mental Health Institute Complex.

LICENSES, PERMITS, ETC.

Capitol Area Activity Permit.
And as specified in individual reports.

PUBLICATIONS:

Capitol Area Security Regulations.
Rules and Regulations relating to parking on State Property.
And as specified in individual reports.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CAPITOL SECURITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	187,678	187,678				
Health Benefits	12,507	12,507				
Retirement	29,423	29,423				
Other Fringe Benefits	3,154	3,154				
Other Contractual Service	15,099	15,099				
Commodities	5,128	5,128				
Grants—Subsidies—Pensions	67	67				
Equipment	2,156	2,156				
TOTAL EXPENDITURES	255,212	255,212				

MAINE CRIMINAL JUSTICE ACADEMY

MAURICE C. HARVEY, DIRECTOR

Central Office: 93 Silver Street, Waterville *Telephone:* 289-2788
Mail Address: 93 Silver Street, Waterville, Maine 04901
Established: 1973 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 228; *Citation:* 25 M.R.S.A., Sect. 2801
Average Count—All Positions: 15 *Legislative Count:* 14

PURPOSE: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and for other criminal justice personnel; to promote the highest levels of professional law enforcement performance; and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

ORGANIZATION: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and also for criminal justice personnel. The Academy shall serve to promote the highest levels of professional law enforcement performance and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

The Maine Criminal Justice Academy was created in 1969 by the 104th Legislature as the Maine Police Academy, under a Board of Commissioners, to provide a facility and training for Maine Law Enforcement Officers. In 1970, the Academy was renamed Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Legislature passed a mandatory police training law which required that all full-time municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment.

That same year, under State Government reorganization, the Board of Commissioners was redesigned Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory in-service training requirement and provide an enforcement provision to the mandatory police training law. In 1978, the Maine Legislature amended the statute to provide for mandatory training of all State and County Correctional Officers. The statute requires a minimum of 80 hours of entry level training.

In 1983 the Legislature further amended the training act to include required training for reserve or part-time law enforcement officers. This amendment applied to municipal or county officers who have been given the power to arrest and the authority to carry a weapon.

The administrator of the Academy is the Director, who is appointed jointly by the Commissioner of the Department of Public Safety and the Academy Board of Trustees. The Academy Director has the statutory duty to plan, direct and supervise the day-to-day operations of the Academy and carry out the policies of the Trustees. The Director also reports to the Commissioner, who has the administrative authority over the Academy.

PROGRAM: During FY 85 the Trustees certified 68 Law Enforcement Officers, 113 Correction Officers and 243 Reserve Officers. They also waived 9 law enforcement training requirements. The "Board" certified 2 Training Coordinator certificates and issued 24 Instructor Certificates. They recognized 3 Chiefs and Sheriffs who met the required experience, training and education for Executive Certification. The Academy sponsored 96 specialized and refresher in-service courses that were conducted for approximately 2,827 law enforcement and correction officers. Also during FY 85, outside agencies utilized the Academy's facilities with 2,265 persons in attendance.

LICENSES, PERMITS, ETC.

Doppler Traffic Radar Certificate
Intoxilyzer Operation Certificate

PUBLICATIONS:

Administrative Provisions Manual
Reserve Officer Training Manual
Newsletter

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	288,467	271,430	17,037			
Health Benefits	16,727	16,669	58			
Retirement	46,800	44,135	2,665			
Other Fringe Benefits	1,374	1,297	77			
Computer Services—State	123		123			
Other Contractual Service	246,575	148,744	83,056		14,775	
Rents	6,913	407	6,506			
Commodities	55,845	42,792	14,010		—957	
Grants—Subsidies—Pensions	14,216	14,216				
Equipment	47,342	33,057	14,285			
Transfers to Other Funds	—249		2,228		—2,477	
TOTAL EXPENDITURES	724,133	572,747	140,045		11,341	

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

GERALD T. MAHONEY, CHAIRMAN

Central Office: 93 Silver Street, Waterville *Telephone:* 289-2788
Mail Address: 93 Silver Street, Waterville, Maine 04901
Established: 1969 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 227; *Citation:* 25 M.R.S.A., Sect. 2802
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The primary responsibilities of the Board of Trustees of the Maine Criminal Justice Academy are as follows: to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and finally to prescribe the content of the curriculum. Furthermore, the Board of Trustees is empowered to certify and set standards for the certification of sheriffs, Maine police chiefs, law enforcement officers, and correction officers.

ORGANIZATION: In 1975, the 107th Legislature increased the membership of the Board of Trustees from 11 to 12 and added to the powers and duties of the Board the training and certification of sheriffs and State Police enlisted personnel. The Legislature also removed the position of Academy Director from the classified service.

The Academy Board of Trustees consists of 13 members as follows: the Commissioner of Public Safety, the Attorney General, and the Commissioner of Mental Health and Corrections, all ex officio; and the following members who are appointed by the Governor; a commissioned officer of the State Police, a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative of a federal law enforcement agency, a citizen and a municipal officer. All board members serve three year terms except for those ex officio members (or their designees) who remain on the board during their term of office.

It is the Commissioner of Public Safety's responsibility to supervise the training programs of the Academy, to employ, subject to the Personnel Law, all personnel required to operate the Academy, to lease, rent or acquire adequate facilities at a location determined by the Board of Trustees, to conduct the Academy's training programs, and finally, to accept any federal funds that might be made available to the Academy. The Commissioner and the Board of Trustees jointly appoint a director whose statutory duty is to plan, direct and supervise day-to-day operations of the Academy and to carry out the policies of the Trustees.

PROGRAM: See the Maine Criminal Justice Academy.

LICENSES, PERMITS, ETC.

Basic Certificate (full-time law enforcement/correction personnel)
Chief/Sheriff Certification
Instructor Certification
Course Certification
Reserve Officer Certification
Certificate of Eligibility (Law Enforcement, Corrections, Reserve Officer)

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Maine Criminal Justice Academy.

OFFICE OF THE STATE FIRE MARSHAL

DONALD M. BISSET, STATE FIRE MARSHAL
RONALD I. EVANS, Assist. State Fire Marshal

Central Office: 99 Western Ave., Augusta *Telephone:* 289-FIRE
Mail Address: Statehouse Sta. #52, Augusta, Maine 04333
Established: 1973 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 224; *Citation:* 25 M.R.S.A., Sect. 2396
Average Count—All Positions: 30 *Legislative Count:* 0

PURPOSE: The primary function of the Office of the State Fire Marshal is to protect the lives and property of the citizens of Maine through an inspectional program aimed at identifying and correcting life safety hazards and the investigation of explosions, suspicious and fatal fires.

The Office of State Fire Marshal was established to enforce all laws, ordinances, rules and regulations promulgated by the Commissioner of Public Safety directed toward and concerned with the protection of the public in the following areas:

1. The prevention of fires.
2. The suppression of arson and investigation of cause, origin, and circumstance of fires and explosions.
3. The storage, transportation, sale, and use of combustibles, flammables, and explosives.
4. The installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment.
5. The construction, maintenance, and regulation of fire escapes.
6. The means and adequacy of exits in the case of fire from all buildings.
7. Gathering and evaluating statistics concerning the number, cause, and other related information of fire occurring in the State.

ORGANIZATION: The Division of State Fire Prevention was created in 1937 to combat the increasing fraudulent insurance claims, resulting from set fires. The last four and a half decades have seen a substantial growth in the area of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention. The scope of its statutory and regulatory authority has broadened to include a host of activities relating to life safety as well as fire prevention.

On July 1, 1972, the Division of State Fire Prevention was transferred to the newly created Department of Public Safety and in 1973, the name of the Bureau was changed to the Office of State Fire Marshal.

The plans review section of the Office of the State Fire Marshal is assigned one full time Fire Protection Specialist who works closely with the design and construction professions to insure all new construction and major renovations requiring approval or permits comply with the State Codes. This position also coordinates training for the field force and maintains a current skills inventory and coordinates training with supervisors.

The reorganization of the field staff has been completed. Two field supervisors were selected from the investigative force and promoted to Sergeants. Each Sergeant is responsible for four fire investigators resulting in northern and southern fire investigative sections.

The Sergeant supervising the inspection section has five inspectors who now conduct the full array of inspections required by the Fire Marshal's Office. In order to maintain inspection skills, fire investigators will be required to conduct inspections of sensitive and complicated matters. The fire inspectors are encouraged to work with investigators when the opportunity permits to increase their knowledge and skills in fire investigations.

The completed reorganization has resulted in an increased inspection capability and has permitted the office to conduct specific inspection programs in such places as apartments and tenement houses along with an increased thrust in areas such as fire prevention education.

The vacancies resulting from promotions will remain until future needs require their being filled.

The reorganization has resulted in a slight decrease in the personal services budget requirements, lessening the impact of new wage increases.

PROGRAM: During the first regular session of the 112th Legislature, the Fire Marshal's Office wrote and had introduced several pieces of housekeeping legislation. Smoke detector laws were strengthened for protection in apartments and for both new and existing single and multi-family dwellings.

Existing law which has restricted the acceptability of Testing Laboratories was amended to permit the many newly recognized testing facilities to be accepted and recognized by the Fire Marshal's Office.

The new Safety Regulations for Amusement Rides and Midways was placed in force at the start of the carnival season in April. Ride owners and sponsors were made aware of their specific responsibilities under these new regulations. Accidents continue to occur; however, in most cases, the fault lies with the rider rather than ride failure.

Progress on adoption of new regulations for Life Safety Sprinkler Systems moves slowly forward. Many States and other municipal jurisdictions continue to provide information for this new technology. Regulations will be finalized during the next fiscal year.

Early in February, a decrease was detected in the revenue from the fire premium tax which supplies over 80% of the Fire Marshal's funding. A meeting was held at Taxation to determine the extent of the problem. The Director of Finance and Administration of the Department of Public Safety was told the reduction may have resulted in new percentages assigned to compute tax rates for different lines of fire insurance. The problem continued through March, April, and May. The Bureau of Insurance provided early estimates in the amount of fire insurance sold in Maine during 1984. The amount showed an increase in the volume of insurance sold in Maine. With this information and the permission of the Commissioner of Finance and Administration, a consultant was awarded a contract to explore this apparent enigma. His report will be filed during the second quarter of the 1985-86 FY.

Fire deaths in Maine claimed the lives of thirty-two people for calendar year 1984. This is an increase of three over our lowest record year of twenty-nine in 1983. For the first five years of the decade of the 80's, Maine has averaged thirty-two deaths per year. When compared to the nearly forty-nine deaths averaged per year for the thirty year period for the 50's, 60's, and 70's, this reflects a dramatic decrease in fire deaths in our State.

LICENSES, PERMITS, ETC.

License:

Traveling Circuses, Carnivals, Amusement Shows, & Mechanical Rides.
Theaters & Motion Picture Houses.
Motor Vehicle Racing.
Fireworks Display.
Fireworks, Competent Operator.
Dance

Permit:

Construction Permits & Plans Review.
Explosives, Transportation & Storage.
Flammable Liquids, Above-Ground.

PUBLICATIONS:

Rules and Regulations Relating to Gasoline and Other Flammable Liquids (No Fee).
Rules and Regulations for the Keeping, Dispensing or Transporting of Explosives (No Fee).
Rules and Regulations Governing Storage and Display of Fireworks (No Fee).
Maine Safety Rules for Amusement Devices and Midways
Rules and Regulations Governing the Tents and Equipment of Circuses and Traveling Amusement Shows (No Fee).
Rules and Regulations Relating To Structures Used by The Public As Spectators During Motor Vehicle Racing (No Fee).
1981 Edition of Life Safety Code (No Fee).
1980 NFPA #211 Standards for Chimneys, Fire Places, Vents, and Solid Fuel Burning Appliances ($6.00 per copy).

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	556,919		556,919			
Health Benefits	33,562		33,562			
Retirement	101,495		101,495			
Other Fringe Benefits	7,384		7,384			
Computer Services—State	3,734		3,734			
Other Contractual Service	78,221		77,731		490	
Rents	13,237		13,237			
Commodities	8,050		8,050			
Grants—Subsidies—Pensions	567		567			
Equipment	74,079		74,079			
Transfers to Other Funds	9,375		9,366		9	
TOTAL EXPENDITURES	886,623		886,124		499	

MAINE HIGHWAY SAFETY COMMITTEE

ARTHUR A. STILPHEN, ACTING CHAIRMAN
ALBERT L. GODFREY, SR., Governor's Highway Safety Representative

Central Office: 36 Hospital Street, Augusta, *Floor: 2* *Telephone:* 289-2581
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1957 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 256; *Citation:* 25 M.R.S.A., Sect. 2902
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine Highway Safety Committee is established to advise the Commissioner of Public Safety on those matters relating to highway safety. The Committee serves as liaison between the Maine Department of Public Safety, Maine communities and citizens. The objective is the development of effective local involvement in Highway Safety Programs and the development of greater mutual understanding of the total highway safety effort.

ORGANIZATION: The Maine Highway Safety Committee was established in 1957 with members appointed by the Governor. In the organization of the Department of Transportation in 1972, the Committee was transferred to the Department, with the Commissioner authorized to retain the members in an advisory capacity for no more than two years, and with authority to create a new advisory committee as he deems necessary, subject to approval of the Governor. The Maine Highway Safety Committee was re-established administratively in 1974 to consist of not more than twenty-five members selected by the Commissioner from State, civic, religious, industrial and similar groups and organizations with interests relating to highway safety, serving at the pleasure of the Commissioner. The 110th Maine Legislature enacted new legislation in 1981 which transferred the Committee to the Department of Public Safety with members again appointed by the Governor. The duties, however, remain the same.

PROGRAM: The Maine Highway Safety Committee program involves regular meetings of the entire committee usually held on a quarterly basis. The Committee is further broken down into sub-committees on Public Information and Education, Local Safety Efforts, and Driver and Traffic Safety Education, Alcohol Control, Legislative, which also work together on a regular basis and report back to meetings of the entire Committee. Major objectives for the year have

been to try to assist in lowering the rate of alcohol-related accidents, promoting of more frequent eye testing, promoting of seat belt usage, increasing of public information activities, and promoting of motorcycle helmet usage. The Committee in planning for fiscal year 85, has selected alcohol control, alcohol and drug education, judicial review, defensive driving course, safety belt usage, local safety council establishment, legislative activities, and public information as major areas of concern.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $500 in FY 85 and are, by administrative decision, included with those of the Bureau of Safety.

STATE BUREAU OF IDENTIFICATION

ALAN H. WEEKS, CHIEF, STATE POLICE

RICHARD C. RIDEOUT, Director

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-2297
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1937 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 223; *Citation:* 25 M.R.S.A., Sect. 1541

Average Count—All Positions: 11 *Legislative Count:* 11

PURPOSE: The major goals, objectives, functions and responsibilities remain basically the same as when created by Act of Legislature in 1937. This consisted of creating a central repository of all criminal records in the State of Maine based upon compulsory submission by criminal justice agencies of fingerprint forms and other forms provided, under rules adopted in order to have a comprehensive and accurate system available for Criminal Justice and other purposes as authorized by law.

Duties and responsibilities include: receiving and classifying incoming fingerprint cards; answering criminal record inquiries; and maintaining the following files: master criminal fingerprint file, criminal record folder file, criminal mug file, court abstract file, and related files (Soundex, etc.)

Services from this Bureau are statewide to all elements of the Criminal Justice System and authorized persons and organizations. They are nationwide to all other authorized agencies.

In 1974 by Legislative Act the Uniform Crime Reporting Program was added to the State Bureau of Identification.

The goal of the State Bureau of Identification UCR Division is to establish a statewide comprehensive crime reporting system for the following reasons: to inform the Governor, legislature, other governmental officials, and the public as to the nature of the crime problem in Maine — its magnitude and its trends; to provide law enforcement administrators with criminal statistics for administrative and operational use; to determine who commits crimes by age, sex and race in order to find the proper focus for crime prevention and enforcement; to provide proper base data and statistics to measure the workload and effectiveness of Maine's Criminal Justice System; to provide base data and statistics for research to improve the efficiency, effectiveness and performance of criminal justice agencies; to provide base data and statistics to measure the effects of prevention and deterrence programs; and to provide base data to assist in the assessment of social and other causes of crime for the development of theories of criminal behavior.

The means utilized to obtain these objectives are: to measure the extent, fluctuation, distribution, and nature of serious crime in the State of Maine through presentation of data on the eight Crime Index offenses; to measure the total volume of serious crime known to the police; and to show the activity and coverage of law enforcement agencies through arrest counts, crime clearance data and police employee strength data.

ORGANIZATION: The Director of the State Bureau of Identification is appointed by the Chief of the Bureau of State Police. The Director has the authority to hire civilian personnel subject

to personnel law and the approval of the Chief of the Bureau of State Police. It is the Chief's responsibility to supply the Bureau with the necessary apparatus and materials for collecting, filing, preserving and distributing criminal records.

Presently SBI is composed of three divisions consisting of the Identification Division, the Uniform Crime Reporting Division, and the State Police Criminal Investigation Records Division which was added administratively. Each division has specific duties and all divisions are subject to specific laws affecting their operation.

PROGRAM: The Identification Section has the responsibility and the authority to collect fingerprint cards and other Criminal History Record Information (CHRI) from all criminal justice agencies within the State in order to create and preserve appropriate criminal history data. (MRSA Title 25, §1542). This section also has the responsibility for the timely and appropriate dissemination of CHRI data to criminal justice agencies and others upon proper request for the data (MRSA Title 16, §611 through §622).

In October 1981 a fee system was established to cover the cost for release of CHRI to non-criminal justice agencies and individuals. A change in the dissemination law for CHRI (conviction data only) "to any person for any reason" increased the work volume and necessitated the fee system. In 1984 the fee system for CHRI generated $10,400 which was turned over to the financial division for deposit to the General Fund.

The criminal files located in the Identification Division continue to be upgraded in compliance with existing privacy and security laws for the efficient dissemination of the information.

A continued liaison is maintained by the Director with all contributing agencies in order to maintain and improve the record system. Training is provided when necessary to agencies in the proper submission of fingerprints and records in all subjects related to the storage and use of criminal history record information.

The Maine Freedom of Access Law (1 MRSA §401) vs. the Maine Criminal History Record Information (privacy and security) law continues to be a problem for some agencies and necessitates an ongoing training program. Inquiries for criminal history record information in this Division continue to increase each year. During 1978 the division processed 24,443 inquiries from criminal justice agencies and others requesting CHRI data. During 1984 the Division processed 56,836 inquiries, (an increase of 132.5%) with the 1985 totals expected to exceed 65,000. This workload is presently being accomplished with the same level of staffing as when the Bureau was created in 1937. Two additional staffing positions were authorized by the 112th Maine Legislature and are expected to be filled in late 1985.

Other activity performed within the Identification Division during 1984 includes the following:

4,911	Criminal fingerprint cards received
3,060	Fingerprint cards classified and searched
1,851	Fingerprint cards matched with existing cards
1,670	Final disposition sheets received and filed
3,279	Out-of-State records received and filed
20,222	Court abstracts received and filed
9,069	Record folders were received, updated and retyped
13,444	Preparation of Mail (pieces)

In 1984, the 111th Legislature passed a law directing the Commissioner of the Department of Public Safety to conduct a study of Maine's criminal history record information system.

This study was assigned to the State Bureau of Identification Director and the directions of the study request were fully carried out. The Director of the State Data Analysis Center assisted in the study along with other SBI staff members.

The criminal history record information procedure in Maine was researched, other systems studied for comparisons, comprehensive related information made available and recommendations for upgrading the Maine system were included in the study.

The study was printed and delivered to the Legislature prior to the November 1, 1984 reporting date by the Commissioner of the Department of Public Safety.

National laws and plans are expected to have a large impact on SBI duties and activities in the near future.

The Interstate Identification Index (III) is a nationwide system for the exchange of criminal history information. This system, already in place and functioning in twenty-two states, is a decentralized criminal history record system which contains personal descriptors, state and federal

identification numbers and criminal charge(s) data, which serves as a "pointer" for directing CHRI inquiries to the State in which an offenders record is held. There would be no duplication of records at the National level and States would retain management and control over the lawful dissemination of their records. Inquiries are handled electronically through the state operated National Law Enforcement Telecommunications Network (NLETS).

The implementation of this system would eventually make the State Bureau of Identification the sole source focal point of all incoming and outgoing CHRI data for the State of Maine.

In 1976, State Police Investigative Records were assigned as a Division of SBI. This division is the central repository of the investigative records of the Maine State Police.

Starting with the assigned identification numbers of the case on the original investigative complaint they are processed to a completed case and finally microfilmed. The records are available for recall in a negative form on a reader from the microfilm system and copies are printed when necessary.

In 1984, the investigative reference file, developed as a by-product of the investigative records, was automated on a word processor computer terminal for the first time. Two years records, 1983/84, were automated, requiring 30,000 index entries. Proper utilization of this file as an informational, statistical or investigative resource, should prove very valuable to State Police personnel.

This Division deals with confidential investigative records. (25 MRSA, §1631) Every effort is made to cooperate with persons or agencies with vested interests for information on file as permitted by applicable law or Departmental policy. Principal inquiries are from insurance companies verifying claims. All non-criminal justice agencies, attorneys, insurance companies and private individuals are charged a fee of five dollars ($5.00) to cover administrative and clerical costs when they request copies and/or verification of reports from the investigative files. Fees collected by this Division in 1984 totalled $1,175.00. These fees were turned over to the Finance Division for submission to the States General Fund account.

Activity within the Investigative Record Division during 1984 consisted of the following:

CRIMINAL CASES Received/Filed 6,831
CRIMINAL CONTINUATIONS Received/Filed 3,148
CIVIL CASES Received/Filed 176
CIVIL CONTINUATIONS Received/Filed 63
NAMES ADDED TO COMPUTER REFERENCE FILE:
Names entered 30,213
INSURANCE REQUESTS Received/Answered 247
PRISON REQUESTS Received/Answered 52
CASES MICROFILMED:
1978 Cases 3,243
1979 Cases 4,177
1980 Cases 6,320
1981 Cases 4,732
1982 Cases 5,872
TOTAL NUMBER OF CASES MICROFILMED 24,344
CARDS PURGED/MICROFILMED 29,000

Troop	Criminal Cases Received	Criminal Continuations Received	Civil Cases Received	Civil Continuations Received
CID	691	783		
A	559	325	49	21
B	579	271	12	4
C	1,602	349	42	3
D	678	344	2	5
E	898	286	17	5
F	1,023	602	22	14
G	186	44	15	7
J	605	144	17	4
N	10			
TOTALS	6,831	3,148	176	63

Uniform Crime Reporting is mandated by Maine Law, Title 25, MRSA §1543 amended, and requires the full cooperation of all Maine Law Enforcement Agencies.

Crime data is collected on all Part I Crime Offenses (murder, rape, robbery, assault, burglary, larceny, motor vehicle theft and arson) and continues to improve in value as increased data is added to the rapidly expanding data bank. Data is also collected on specially designed forms providing the data bank with information on the age, sex and race of persons arrested for criminal violations in both Part 1 and Part 2 crime classes; description and values of property stolen and recovered; crime locations; time of offenses; methods of crimes; employee data; assaults on police officers and other supplemental, meaningful data.

All data is computerized monthly, and comprehensive reports on crime are developed, printed, and distributed to the Governor, legislators, contributors and related criminal justice agencies. Quarterly computer printouts of crime data, showing monthly data and year-to-date on a comparison by month and year basis, are mailed out to each contributor automatically. All UCR data is submitted to the FBI in Washington for inclusion in the national publication, "Crime in the United States.".

In May of 1984 and 1985, publications entitled "Crime in Maine" were compiled, printed and released. These annual publications, concerning—crime activity for the calendar years 1983 and 1984, serves as a report to the Governor, Legislature, law enforcement officials and the general public on the existing status of Index crimes within the State of Maine.

Brief bulletins with crime data for the periods January-June 1984 and January-June 1985 were generated and forwarded to all contributors and related criminal justice agencies in August of each respective year.

PUBLICATIONS:

Crime in Maine 1984, 1985

Limited copies of these publications are available after meeting state requirements and are available free to interested citizens while the supply lasts. In-house copies are available for review or to answer specific inquiries on criminal statistics. Inquiry may be made by telephone or a personal visit to the State Bureau of Identification, UCR Division, 36 Hospital Street, Augusta, Maine.

Special study publication—"Criminal History Record Information" Oct., 1984—Limited copies—Information available—SBI, Telephone 289-2296, Department of Public Safety, 36 Hospital St., Augusta, ME. 04330.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit amounted to $259,403.21 in FY 1985 and are, by administrative decision, included with those of the Bureau of State Police.

BUREAU OF LIQUOR ENFORCEMENT

JOHN S. MARTIN, DIRECTOR

Central Office: 10 Water Street, Augusta *Telephone:* 289-3571
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 226; *Citation:* 25 M.R.S.A., Sect. 2902
Average Count—All Positions: 22 *Legislative Count:* 22

PURPOSE: The mission of the Bureau of Liquor Enforcement is to regulate and enforce all liquor laws in compliance with the statutes and the Commission's Rules and Regulations. This goal is accomplished mainly through the efforts of liquor enforcement officers who work under the direction of the chief enforcement officer and an assigned supervisor, but normally acts independently in the field. Each officer is responsible for the conduct of approximately 300 liquor outlets within his designated territory. The officer is virtually concerned with the administration and enforcement of the State Liquor Laws (Title 28) and the Rules and Regulations of the Liquor Commission. Also, field investigations and inspections on both retail and wholesale levels are made in order to secure and verify information for legal and administrative

purposes. Liquor Enforcement officers spend many hours in an undercover status engaged in the investigation and apprehension of persons selling and possessing intoxicating liquor without a State of Maine Liquor License. Furthermore officers of the Bureau give presentations on Maine Liquor Laws and Commission's Rules and Regulations to holders of liquor licenses and their employees, to aid in the prevention of violations and to prevent possession of intoxicating liquor by persons under the age of 21 years, as well as many other violations. In the course of work, an officer has considerable contact with state and local officials, law enforcement officers, attorneys, professional groups, and the general public.

ORGANIZATION: The Maine Liquor Commission was established by the Legislature in 1933 with liquor enforcement under its control. In 1947, the liquor enforcement division was placed under the State Personnel Law, which forced prospective officers to take State examinations in order to be eligible for enforcement positions. The Legislature, six years later, created the Division of Liquor Licensing and Enforcement within the State Commission. Due to governmental reorganization in 1971, the Enforcement Division of the State Liquor Commission was placed under the newly created Department of Public Safety and was titled the Bureau of Liquor Enforcement. In 1973, for the first time in its history, the Bureau devised a manual related to the standard operating procedure. Also in 1973, there was the creation of five field areas, (Portland, Lewiston, Augusta, Bangor, and Presque Isle) each commanded by a liquor enforcement officer II with the rank of sergeant.

In 1977 full arrest powers for any offense committed in the presence of a liquor enforcement officer were granted by the Legislature and required members to attend the Criminal Justice Academy for training.

The Director of the Bureau of Liquor Enforcement meets with the Commissioner of Public Safety on a regular basis to discuss any problems or new ideas with regard to policies or operating procedures of the Bureau. The area sergeants meet once a month with the director to report on activities and field problems in their related areas. The director reports to the area sergeants on any new policies formulated either by the director or by the Department of Public Safety. The area sergeants hold sectional meetings with the field officers monthly to inform them of any new operating procedures or policies, as well as to discuss any field problems.

PROGRAM: The bureau has continued to hold meetings with licensees and their employees throughout the State. This program has not only been informative to licensees and their employees but has brought an awareness to the Bureau of the problems facing license holders throughout the State.

Warning Systems. The Bureau issued 1445 written warnings during FY 85 for minor infractions of the liquor laws and the Commission's rules and regulations. Through this system, the Bureau documented infractions of the licensee and brought to their attention complaints that had been received so that they could rectify the operation. The warning system has been received favorably by the license holders throughout the State and definitely will be a continued program for the Bureau of Liquor Enforcement.

During FY 85 the Bureau completed its visitations to clubs throughout the State, talking to the club officials, directors, and managers. However, this program will be continued in its entirety due to the substantial turnover of the club officials, directors, and managers.

Premise Inspection Reporting System (PIRS). Throughout the year the Bureau conducted a total of 2,784 licensee premise inspections; and a total of 10,053 licensee premise checks were conducted during both day and night patrols. Furthermore, a total of 1,494 violations as a result of the PIRS were corrected in the field by Liquor Enforcement officers.

During FY 85 a total of 402 violations against licensed premises were cited before the Administrative Court concerning possible suspension or revocation of licenses. Total fines and restitution made to the State as a result of the above activities is $97,200.00 with 476 license suspension days. As a result of criminal citations in Maine Courts, $40,750.00 was paid in fines thus total fines amounted to $137,950.00 for FY 85.

As with most dynamic agencies in State Government, effective operations are a mix of meeting today's needs while planning for tomorrow. The following represents some of each.

Instructors. The Bureau to date has six (6) qualified police instructors, graduates from the Maine Criminal Justice Academy, in instruction of police personnel. These six individuals instruct at the State Police Academy, also at the Basic Police School at the Maine Criminal Justice Academy and at numerous in-service schools held by municipal police throughout the State.

It is one of the goals of the Bureau to further train personnel in this field so the program may be enlarged. This would enable all law enforcement agencies to receive basic liquor enforcement training and further training concerning how to handle liquor-related problems.

Increased Manpower. At present the Bureau consists of a Director, 19 officers, 2 Clerical Personnel and 1 Mechanic. It is the primary goal of the Bureau to increase its personnel. There are some 4,000 liquor licensed premises in the State that are now allowed to open for sale of liquor Monday thru Saturday 6 A.M.-1 A.M. and on Sundays 12 Noon-1 A.M. The increased hours of sale also increase the hours that violations may occur. Selling on Sunday before the legal hour of sale is still a problem, as are illegal sales and possession of intoxicating liquor with the intent to sell. Due to lack of manpower, all areas of liquor enforcement are not receiving enough attention.

Procuring for Minors. Procuring is the act of an individual purchasing intoxicating liquor for persons under the legal age. This offense has risen sharply in the last few years. The Bureau believes this is a result of our present program of holding licensee presentation and closer working relationships with the Maine liquor licensee holder. Part of the presentation given is the identification of false identification cards. The Bureau believes the method to combat this offense is the delegation of more authority to stop vehicles through the use of blue light and siren, the prescribed safety devices used by all other law enforcement agencies.

Illegal Importation. On January 1, 1978, it became law for people to return beer and soda containers. The Bureau of Liquor Enforcement has been conducting a study in regards to an increase in importation of beer into the State. It is without question an increasing problem that faces the Bureau and a plan of action to address this situation is currently being formulated.

Agency Stores. During FY 85 the number of agency stores in the State of Maine rose to 64. These outlets sell spirituous, vinous, and malt liquors. The Bureau of Liquor Enforcement is closely monitoring this new type of license so that it may adjust to any problems that arise in the future. There are at this time 64 agency stores.

During FY 85 two officers of the Bureau of Liquor Enforcement were involved with the problem of drug and alcohol abuse. They attended seminars, and gave presentations on the abuse of alcohol, and the effects it has on alcoholics and their families. This involvement has been an asset to the Bureau, because working close to those that have a problem with liquor helps alleviate potential problems for the Bureau and Liquor Licensees.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	451,728	451,728				
Health Benefits	28,269	28,269				
Retirement	87,346	87,346				
Other Fringe Benefits	5,794	5,794				
Other Contractual Service	38,594	38,594				
Commodities	7,681	7,681				
Grants—Subsidies—Pensions	17,765	17,765				
Equipment	60,125	60,125				
TOTAL EXPENDITURES	697,302	697,302				

BUREAU OF SAFETY

ALBERT L. GODFREY, SR., DIRECTOR

Central Office: 36 Hospital Street, Augusta; *Floor* 2 *Telephone:* 289-2581
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333
Established: December 13, 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 219S; *Citation:* Exec. Order 6 FY 81
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The current Bureau of Safety was created by Executive Order to be responsible for the state's highway safety program and was authorized to: develop, and implement a process for obtaining information about the highway safety programs administered by other state and local agencies; provide and facilitate the provision of technical assistance to other State Agencies and political subdivisions to develop highway safety programs; and provide financial and technical assistance to other State Agencies and political subdivisions in carrying out highway safety programs.

ORGANIZATION: The Bureau of Safety was originally initiated in the Department of Transportation in 1974 and during an organizational change to provide more effective and efficient government was placed within the Department of Public Safety in December, 1980.

PROGRAM: The Bureau of Safety's major objective is the planning, development, implementation, and evaluation of the Section 402, Title 23 U.S.C. Highway Safety Program in the State of Maine. To this end the Bureau is involved in a working relationship with other State, County, and Municipal agencies. Activities in this area include, but are not limited to, motor vehicle occupant restraints, child restraints, 55 MPH Enforcement, local speed enforcement, local speed enforcement training programs, alcohol countermeasures, emergency medical services, driver testing and licensing, driver training, motor vehicle inspection, motorcycle and bicycle safety, pedestrian safety, pupil transportation safety, identification and surveillance of accident locations, Traffic Records Systems, and traffic engineering services. The Bureau provides financial and technical assistance in carrying out these programs.

The Bureau also directs the Defensive Driving program in the State of Maine. Other activities involve work in accident reconstruction and related highway safety activities.

FINANCES, FISCAL YEAR 1985: The folowing financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SAFETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	202,651			88,283	114,368	
Health Benefits	10,316			3,890	6,426	
Retirement	31,406			13,381	18,025	
Other Fringe Benefits	827			347	480	
Other Contractual Service	432,865	306,382		53,838	72,645	
Commodities	4,181			2,358	1,823	
Grants—Subsidies—Pensions	49,117			242	48,875	
Equipment	53,948			1,373	52,575	
TOTAL EXPENDITURES	785,311	306,382		163,712	315,217	

BUREAU OF STATE POLICE

COL. ALLAN H. WEEKS, CHIEF
LT. COL. JOHN W. CLARK, Deputy Chief

Central Office: 36 Hospital Street, Augusta *Telephone:* 289-2155
Mail Address: Statehouse Sta. #42, Augusta, Maine 04333

Established: 1925 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 222; *Citation:* 25 M.R.S.A., Sect. 1501

Average Count—All Positions: 468 *Legislative Count:* 451

Organizational Units:

- Field Divisions
- Office of Planning and Research
- Personnel and Training
- Crime Laboratory
- Support Services
- Radio Repair
- Public Information Office
- Traffic Division
- Criminal Division
- Organized Crime Unit
- Data Processing
- Communications

PURPOSE: The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and distress. The Bureau of State Police was established to patrol the highways, especially outside the compact portion of cities and towns, and to assume the same powers and duties as the sheriffs in their respective counties, whereby every officer has the power to investigate and prosecute violators of any law throughout the State. Executive security is also provided for the Governor and family on a twenty-four hour basis.

Among the other responsibilities are the duties of the Traffic Division, which include the supervising and licensing of approximately 1,896 motor vehicle inspection stations; enforcing motor vehicle inspection laws; developing programs of information on motor vehicle safety; enforcing truck weight laws; microfilming accident reports and processing more than 1.14 million annual motor vehicle inspections.

Criminal Investigation is another facet of State Police work which concerns itself with investigating all crimes and criminal complaints brought to the attention of the Bureau authorities, with special emphasis on homicides and narcotic and drug related cases. The Bureau of Identification is responsible for the classification of incoming fingerprint cards and for answering criminal record inquiries, along with maintaining a sufficient repository for all State criminal records.

ORGANIZATION: The State Police was established as an independent branch of State government in 1925. The responsibilities of the State Police were previously handled by the individual sheriff's departments. In 1931 a reorganization act was passed by the Legislature designating the Chief as executive head of the State Police under the direction of the Governor. Six years later, the Division of Highway Safety and the State Bureau of Identification were created by the Legislature, under the control of the State Police. Then, in 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State into six districts. Because of the increased demand for State Police services, over the next twenty years, the Department was constantly amid change, with various major reorganizations which occurred in 1954, 1961, 1966 and again in 1968. In 1971, the Legislature incorporated the State Police into the Department of Public Safety. With this adoption, the Bureau now falls under direct supervision of the Commissioner of Public Safety.

For operational purposes, the State is divided into three field divisions, each under the direction of a Captain. These divisions are comprised of a total of eight troops located throughout the State. Patrol officers assigned to these troops provide law enforcement services throughout the rural areas of the State including accident investigation, and enforcing motor vehicle and criminal statutes.

PROGRAM: The program of the Bureau of State Police is illustrated through the activities

of the component divisions.

Criminal Division. The Criminal Division, commanded by a captain, is responsible for Criminal Investigations and the Crime Laboratory.

Criminal Investigations: The Maine State Police has by statute original and concurrent jurisdiction to enforce the criminal laws of Maine and to investigate any non-compliance. Criminal Investigations dealing with major crimes such as homicides are the responsibility of the northern, central and southern Criminal Investigation Division (CIDS) with central headquarters in Augusta.

The primary function of each CID is to investigate homicides, suspicious deaths, other major crimes within its respective geographical areas, and to assist uniformed personnel and other law enforcement agencies with criminal investigations they are conducting. Other major crimes investigated include: burglary, bank robbery, forgery, conspiracy, escapes, deceptive business practices, kidnapping, rape, aggravated assaults, extortion, terrorizing, and gross sexual crimes, etc. In addition, each CID coordinates investigations and prosecutions, as necessary, with the Maine Department of the Attorney General; assists in the training of State and local police in criminal investigative techniques; and provides detectives for speaking engagements before various civic groups and schools.

During 1984, the investigation of new homicides decreased (from 23 in 1983 to 19 in 1984) but other major investigations increased. With a dramatic increase in the reported incidents of child abuse, the CIDs increased their training in the awareness of and the procedures required for investigating child abuse. CID detectives worked in cooperation with the district attorneys and the Maine Department of Human Serivces. (To meet the increasing demand for investigatory expertise, the State Police will increase the number of child abuse investigators from three to 12 and train other detectives to assist as practicable during 1985.)

One of the tools used by detectives to help with their investigations is the polygraph. The polygraph is utilized by examiners to discern truth or disception from what is said by an individual who has volunteered to take the examination. During 1984, there were 338 polygraph examinations, the bulk of which were done for the Maine State Police and the remainder for other law enforcement agencies.

In addition to State Police investigation requests (including those required for private investigator license applications), the CIDs assisted other in-State and out-of-State criminal justice agencies. Much of the work done by the detectives was facilitated by State Police officers within the field divisions. And, the CIDs investigated criminal law violations that took place at the State's correctional facilities (including the Maine State Prison).

Crime Laboratory: The application of forensic sciences at the State Police Crime Laboratory has proven one of law enforcements most potent weapons. Examinations of submitted evidence coupled with expert testimony in court can link the crime or victim to the criminal, establish an element of the crime, corroborate or disprove an alibi, induce an admission or a confession, or most importantly, exonerate the innocent.

Crime Scene Search: The recognition, collection, preservation and recording of physical evidence to be examined by the individual sections of the Laboratory and the dissemination of the physical evidence to the respective section are the responsibility of the Crime Lab.

Crime Scenes processed	52
Autopsies attended	22

Photography Section: The photography section provides photographic support for all field activities. In addition to recording major crime scenes the section provides fingerprint photography for the Crime Laboratory's fingerprint section and meets the needs of the other Laboratory sections as well.

In addition, the photography technician conducts training sessions and schools to familiarize law enforcement officers with proper crime scene coverage and use of photographic equipment.

The Photography Section provides the full service of all photo lab functions:

a) development and printing of color film
b) development and printing of black and white film
c) furnishes enlargements, duplicates, etc. as required
d) provides files for all negatives and log of the same
e) provides portrait services as necessary
f) provides identification photos as necessary
g) orders photographic supplies and film for the department

Photography	Rolls	Prints
35mm color	1247	17027
35mm black and white	116	708
2¼ color	61	541
2¼ black and white	14	261
35mm slides	36	40
4 x 5's	199	277
Special Projects	197	5052
Total	1870	23906

Firearms Section: Firearms examinations deal with answering questions relating to the use of firearms in the commission of a crime. The examinations include identifying the gun from which a questioned bullet was fired, functional and operational tests of firearms, determination of the distance from which a shot was fired by gunpowder, shot pattern tests, and the determination of the type of weapon used in firing a questioned bullet or cartridge case.

Toolmark identification, by using the same principles used in firearms identification, can identify the tools that made the marks left by pry bars, screwdrivers, chisels, hammers and other objects used by criminals at the scene of a crime.

Serial number restoration is a method of restoring obliterated, identifying altered or restamped serial numbers in metal objects by use of chemical means and microscopic examination.

Firearms Identification	
Firearms Examinations	5521
Items Examined	1053
Gunpowder Residue Examinations	
Gunpowder Residue Exams	13
Items Examined	57
Toolmark Identification	
Toolmark Examinations	5
Items Examined	19
Serial Number Restoration	
Serial Number Exams	7
Items Examined	8

Latent Fingerprint Section: The latent fingerprint section is capable of examination of most items, regardless of texture, for latent fingerprint impressions by powder and chemical means.

Fingerprint examination provides law enforcement with the only unchangeable and infallible means of positive identification. Being adapted to the field of criminal identification, the fingerprint presents a means of identifying offenders by the examination of tiny, almost indescernible impressions left carelessly behind.

In addition to its criminal application, fingerprints are used to identify missing persons and resolves uncertainty by establishing the identity of victim(s) involved in tragic accidents.

Footwear/Tire comparison is the examination of class and accidental characteristics found on the tread of the respective item. The State Crime Laboratory is presently improving its capabilities in this area.

Fingerprint Processing	
Items Examined	1740
Items Processed	1407
Fingerprint Comparison	
Comparisons	7374
Cases	181
Footwear/Tire Comparisons	
Items Examined	9
Cases	7

Forensic Chemistry Section: In June 1984, the State Crime Laboratory obtained the services of a Forensic Chemist, who brings with him 15 years experience in the forensic science field as it pertains to law enforcement.

The current capability of the Forensic Chemistry Section of the State Crime Laboratory is as follows:

Blood
A. Determination of the presence of blood in trace amounts and in visible stains on clothing, weapons, vehicles, etc.
B. Determination of the species of bloodstains
C. Determination of the blood group (ABO) of bloodstains

Seminal Fluid/Sperm Cells
A. Determination of the presence of fluid/sperm cells on clothing, bedding, objects, etc.
B. Determination of the blood group (ABO) of seminal fluid stains

Hairs
A. Determination of the species of hairs
B. Determination of body area of origin of human hairs
C. Comparison of hair samples to determine possible common source of origin

Fibers
A. Identification of fibers
B. Comparison of fiber samples to determine possible common source of origin

Paint
A. Identification of paint on clothing/tools etc.
B. Comparison of automotive/structural paint samples to determine possible common source of origin

Glass
A. Identification of glass on clothing/tools, etc.
B. Comparison of glass samples to determine possible common source of origin

Urine, Feces
A. Identification of urine and feces on clothing, bedding, objects, etc.

Statistics Are For The Last Six Months of 1984

Hair and Fiber Examination	
Items Examined	914
Cases	47
Serology Examinations	
Items Examined	862
Cases	65
Paint/Glass Examinations	
Items Examined	132
Cases	14

The expansion and continued development of the State Crime Laboratory is necessary to keep pace with the rapid progress of law enforcement.

Field Force: The Field Force of the Maine State Police is divided into two divisions, with each division being commanded by a division captain.

The division captains are charged with the planning, coordinating and directing of the activities within a respective division. Responsibilities include: periodic inspections of property and personnel; and insuring State Police officers work in harmony with other law enforcement agencies.

The following is a breakdown of the Field Force:

Division I
Troop A (Scarborough)—responsible for York and southwest Oxford counties
Troop B (Scarborough)—responsible for Cumberland, southwest Androscoggin and central Oxford counties and Interstate 95 from Scarborough to Brunswick.
Troop D (Thomaston)—responsible for Sagadahoc, Knox, Lincoln, Waldo, southern Kennebec and central Androscoggin counties, and Interstate 95 from Brunswick to the Gardiner toll of the Maine Turnpike.
Troop G (Scarborough)—responsible for the Maine Turnpike.

Division II
Troop C (Skowhegan)—responsible for Franklin, Somerset, northern Kennebec and northern Androscoggin counties, and Interstate 95 from Augusta to Newport.
Troop E (Orono)—responsible for Penobscot and Piscataquis counties and Interstate 95 from Newport to Houlton.

Troop F (Houlton)—responsible for Aroostook County
Troop J (E. Machias)—responsible for Hancock and Washington counties.

First Field Division: In an effort to decrease the number of Operating Under the Influence (O-U-I) related accidents, the Maine State Police initiated the use of roadblocks. These roadblocks were utilized in areas determined to be the more serious alcohol related accident areas. The First Division set up the first roadblock in the State which was well covered by all the television stations in the area. The Division stopped 4,325 vehicles, tested 163 persons for alcohol violations resulting in 33 arrests for O-U-I and six arrests for teenage drinking/driving offenses, and 16 other traffic related violations during 1984.

Voluntary compliance with the 55 MPH speed limit was a major goal of the Division during the year. Troopers, with the assistance of aircraft, moving-mode radar, and unmarked vehicles, "alerted" those uncomplying motorists to the importance of (and the consequences of not) obeying the law.

In mid-coastal Maine, the State Police watercraft program provided quick access to the islands for law enforcement purposes. The watercraft also enabled the agency to provide security and high visibility at various activities along the coast.

Continued assistance was given to law enforcement agencies within the Division especially in the area of accident reconstruction and K-9 requests. Troops were called upon to play a greater role in assisting other law enforcement agencies, especially in the Oxford and Androscoggin County areas.

Troops within the Division continued to provide valuable public service by fingerprinting children, participating in public service announcements, and assisting the U.S. Secret Service provide security for the Vice President while in Maine.

The State Police, through the efforts of the Scarborough based Troop B commander, sponsored the First Cystic Fibrosis Metro Walk Campaign. The walk campaign was successful in raising over $7,000. There were three locations—Portland, Lewiston, and Bangor—manned by State Police officers, police communications personnel, and a secretary from Troop E. The individuals volunteered and were off-duty. A State Police demonstration was put on at the Eliot Festival Days. The demonstration included the K-9 unit, Crime Van, BAT Mobile, Traffic Division Van, Seatbelt Convincer, and the Tactical Team. These events, as well as others, enhanced the image of the Maine State Police.

Officers provided training for municipal and county law enforcement agencies in the area of O-U-I and Title 29 refresher courses. Several other in-service training programs were given within the Division including the Physical Assessment Program, the Felony Stop Program, and Hazardous Material Training.

Second Field Division: Troopers within the Second Field Division placed emphasis during 1984 on the Operating Under the Influence (O-U-I) program designed to reduce fatalities and serious personal injury accidents, as well as to increase public awareness against driving after drinking. The Division's troops utilized special patrols and roadblocks in an effort to get the drinking driver off the road.

The 55 mph national mandatory speed limit was top priority within the Division. In addition to normal patrol procedures, the troops assigned officers to provide for the highest saturation of officers during peak traffic times. Because of the effort of the Division's Troopers—including special enforcement teams based out of the Orono barracks, federal guidelines relating to compliance by motorists with the 55 mph speed limit were met during 1984.

The Department's Marijuana Eradication Program, working in conjunction with local police agencies, was successful in eradicating many marijuana plots. Patrol officers were assisted by fixed and rotary wing aircraft. Troops were also involved in drug prevention programs, including Substance Abuse Prevention Day at the University of Maine at Fort Kent.

The Division's troops were honored by the Federal Drug Enforcement Administration for their contribution in drug enforcement, and by other governmental and civic agencies for assistance and cooperation.

The Division also worked on many criminal investigations. The most notable one was the investigation of an auto "chop" shop in the Norridgewock area. State, federal and county law enforcement agencies worked together in securing the area and making arrests in what has been called "the largest chop shop operation in Maine." The investigation was started through the efforts of a Skowhegan area based Trooper. The efforts of other Troopers and detectives in gaining confidential informants led to numerous drug related and other criminal arrests.

The Division's Fingerprinting Program, designed as a public service to parents for the volun-

tary fingerprinting of their children for identification purposes, continued to grow during the year. Several hundred children had their prints taken on cards that were provided to parents.

The Division provided assistance in the security arrangements for the 1984 World Junior Alpine Championships, "The Junior Olympics", at Sugarloaf (USA) Mountain in Carrabassett Valley.

The Division's troops participated in many civic functions, including parades, public gatherings, and charity events. Troopers from the East Machias area maintained liaison with Indian reservations and with blueberry growers/workers for increased cooperation and understanding.

The Department exercised its lease agreement and purchased the building housing the headquarters for Troop J in East Machias.

Internal Affairs: On March 5, 1984 after extensive research and upon the recommendation of the State Police Planning Committee, the Division of Internal Affairs was formed.

It is the stated policy of the Maine State Police that all allegations of employee misconduct or criticism of its services be thoroughly investigated and promptly adjudicated.

It was realized that in-depth investigation of each allegation was a time consuming process. Historically, such administrative investigations were conducted by troop or division commanders, however time spent on such activities decreased the time available for their primary areas of responsibility. It was also realized that, with the advent of negotiated agreements/contracts, such investigations were becoming more technical and required a greater degree of familiarity with various guidelines and requirements. Finally, it was felt that with one Division charged with the primary responsibility for administration of all internal investigations, a clearer picture could be developed concerning the number and nature of complaints received. This would allow a more direct approach towards minimizing causation factors.

A State Police captain was assigned as director of the Division and received specialized training in the field of internal affairs. During the first nine months of its existence, the Division of Internal Affairs investigated or coordinated the investigation of forty-eight complaints. At the end of calendar 1984, forty-three of these complaints had reached final resolution. In each instance, the complainant was contacted and advised of the outcome of the complaint.

The Division is in the process of building an automated data base which, in the future, will allow timely identification of problem areas and will be retrievable by a number of different identifiers. By analyzing this data, not only will management have immediate access to statistical information on past problems, but more importantly, will be able to identify areas in which problems might be expected to surface. With such information in hand, greater emphasis may be placed in indicated areas before future problems occur.

Organized Crime Investigative Division. The Organized Crime Investigative Division, known as the "Organized Crime Division" or OCD, is commanded by a captain and is responsible for the investigation of major crimes that have an organized crime connotation and those crimes that require coordination on a statewide multi-unit basis. The Division coordinates criminal intelligence and gambling, drug enforcement, and special investigative activities.

Criminal Intelligence Unit and Gambling Investigations: Criminal Intelligence: The calendar year 1984 saw 314 inquiries directed to the CIU from throughout the United States. There were 128 cases generated by the CIU as a result of criminal investigations relating to organized criminal activities in the State. $93,000 in stolen property was recovered; this is partly due to the discovery and breakup of an aircraft theft ring.

One member of the CIU was assigned full time to the FBI Task Force searching for the 10 most wanted fugitives associated with the killing of a New Jersey State Trooper. The Task Force met with success during November with the arrest of five people in Cleveland, Ohio, that were the targets of the fugitive search.

The investigations undertaken by the CIU resulted in 29 arrests for the year 1984. They are as follows: one fugitive from justice, one for possession of a weapon by a felon, one for burglary, one for interstate transportation of stolen aircraft parts, two for insurance defraudments, two for receiving stolen property, three for armed robbery, and 18 for drugs.

Gambling Investigations: The Maine State Police is responsible for the enforcement, licensing and administration of over 840 Beano and Games of Chance organizations statewide. It also maintains close and effective cooperation with other law enforcement agencies.

Routine inspections of licensed games are made as frequently as possible with all complaints fully investigated.

Summary of enforcement activities for 1984 included, but were not limited to:

2515 Administrative Hours

54 Court Hours
298 Investigations (complaints) for a total of 673 hours
115 Premise Inspections for a total of 227 hours
129 Special Workshops or audits for a total of 480 hours
58 New application investigations for a total of 174 hours
28 Speaking Assignments for a total of 243 hours

The above resulted in 389 warnings and seven arrests.

Summary of licensing activities for 1984.

Beano and Bingo

1. Total Beano organizations licensed—440
2. Total number of Beano licenses issued—4137
3. Total revenue received by State of Maine from license fees—$49,332
4. Total operating expenses for 1984 year—$16,962.19
5. Surplus from Beano license fees for 1983-84 year—$32,369.81

Games of Chance

1. Total Games of Chance organizations licensed—403
2. Total number of Games of Chance licenses issued—7536
3. Distributors licensed—11
4. Total revenue received by State of Maine from Games of Chance license fees—$153,532
5. Total operation expenses for 1984 year—$133,360.53
6. Surplus from Games of Chance licenses for 1983-84 year—$20,171.47
7. Combined surplus from Beano and Games of Chance license fees to State of Maine General Fund Account for 1984—$52,541.28

The State Police accepts applications, investigates backgrounds and issues licenses for private investigators and private security guard services.

Similar background investigations are conducted for non-resident concealed weapon applicants plus ex-felons who may only apply for non-concealable firearms permits.

During the year 1984, the State Police issued 304 licenses. A total of $38,200 was received from application fees. $27,215 was spent/allocated for Unit operations. $10,985 was provided to the State.

	Private Investigators	Assistant Private Investigators	Private Security Guards/ Agencies
New	22	7	10
Renewal	93		45
I.D. cards	28	6	3
	Non-Resident concealed	**Possession by Ex-Felon**	
New	127	0	

Drug Enforcement.

Drug Enforcement Unit: The Drug Enforcement Unit investigated 313 cases during 1984. Although the total number of cases investigated decreased, the complexity and quality of the cases investigated increased. Over 30 search warrants were executed on both buildings and vehicles. Major investigations concluded during the year were:

— Sting operation in Portland where, through a second-hand store, both stolen property and drugs were purchased. Thirty individuals indicted (the majority for both property and drug crimes). In excess of $150,000 in recovered stolen property (ranging from computers to jewelry). Dozens of burglary and theft cases cleared in the Greater Portland area.
— Seizure of crystal methamphetamine lab and arrest of involved individuals.
— Seizure of mushroom growing lab and arrest of involved individuals.
— Buy/Bust resulting in seizure of kilogram of cocaine.
— Buy/Bust resulting in seizure of 14 ounces crystal methamphetamine smuggled in from Canada.
— Buy/Bust resulting in seizure of 87 pounds of hashish.
— Investigation resulting in two arrests and seizure of 1½ pounds cocaine.

Five vehicles and $42,809 in cash were seized for forfeiture to the State. The unit received

$12,177 in court ordered restitution from defendants from whom we purchased drugs.

From both purchases and seizures we confiscated over five pounds of cocaine, over 100 pounds of marijuana, 90 pounds of hashish, 3,000 hits of LSD, one pound of crystal methamphetamine and an assortment of hypodermic needles and other drug paraphernalia. We also seized miscellaneous quantities of a wide variety of other abused drugs. In all, $500,000 worth of street drugs were removed from circulation in Maine.

The Drug Enforcement Unit also coordinated and participated in the State Marijuana Eradication program. Over 11,000 plants were eradicated in 180 different plots.

Anti-Smuggling Unit: The Anti-Smuggling Unit, in conjunction with the Federal Drug Enforcement Administration, opened 16 new cases during 1984 and continued investigation on 50 other open cases. Sixty-two arrests were made with 43 convictions to date. Along with long jail terms, the 43 people convicted also received a total of $537,000 in fines. Four thousand pounds of marijuana were seized during 1984. On-going conspiracy investigations involve another 60,000 pounds of marijuana that was smuggled in, but not seized.

Two aircrafts valued at $357,000 and four vehicles were seized for forfeiture.

Special Investigations.

Arson: In conjunction with the State Fire Marshal personnel, 156 cases were investigated. Of these, 42 remain under investigation and 14 await trial or grand jury action. 100 were closed, nine of these with convictions.

Attorney General and Executive Secretary: 117 cases were investigated during 1984 resulting in nine convictions. 14 cases await trial or grand jury action and 11 cases are under attorney review. 37 cases were closed to other agencies, unfounded, or warrant no further action. 46 cases remain open to further investigation. $55,562 in stolen property was recovered.

Auto Theft: Auto Theft investigated 149 cases in 1984 resulting in the recovery of $857,893 in stolen property. The cases resulted in eight convictions with eight cases either awaiting trial or grand jury action. Investigations are continuing on 57 cases. The Unit also provides a back up to the Executive Security Section.

During 1984, the Auto Theft Unit, working with other units of OCD, the troops, FBI, National Auto Theft Bureau, and other out of state enforcement agencies were successful in closing down several major chopping operations and/or the receivers of altered vehicles. (These investigations will be carried into 1985 with anticipated success in Maine and the other New England states in the coming months.)

Support Services. The Support Services Division, directed by a captain, administers the following functions: communications/fleet services, management information systems, planning and research, public information/community relations, State Bureau of Identification, supply, traffic and safety, and training/special services.

Communications/Fleet Services.

Communications: The year 1984 continued to bring changes to the Communications Unit. It saw the beginning of a program designed to draw the entire statewide communication system under one authority. This procedure was started to be better able to provide uniformity between dispatch centers, their policies, and employees.

As a result of the Maine Telecommunications and Radio Operations (METRO) System upgrade, started in 1983, all of the remaining outdated model 28 teletypes were removed from all departments on the system. Because of this, all agencies are now able to send and receive their messages on the new, faster, and more efficient terminals. This has made a drastic increase in the use of the system and the number of messages that pass through it.

In trying to keep pace with increased user activity, during the last half of 1984 the Communications Unit has been in the process of upgrading the METRO Teletype System data base. The upgrade was partially installed in December (and is expected to be completed in the first part of 1985). The data base will provide the State with access to some new files and functions of National Crime Information Center (NCIC) which are being developed. In addition, it will create a mirror image of the NCIC stolen vehicle, license plate, and boat files for Maine registered vehicles.

The Unit continues to provide training to all users on the Metro System, either by request or in conjunction with the Maine Criminal Justice Academy, as needed.

Fleet Services: During 1984 Automotive Maintenance was responsible for placing 97 new vehicles into service at a cost of $804,818.12. Automotive Maintenance also assisted in the sale of 93 used vehicles netting $104,170 for the State.

Maintenance is performed at State Police garages in Augusta, Scarborough, Orono and

Houlton. Eight mechanics are responsible for performing all maintenance from rebuilding engines and transmissions to building specialized equipment to meet State Police operational needs. All required maintenance is done on 475 vehicles belonging to the Department and the Department of the Attorney General.

In 1984 the Radio Maintenance Unit completed its 44th year of service and support to the Department. The Unit provided maintenance, installation/removal and technical support to the Department and 18 other state-level agencies.

The services rendered were for point-to-point communications, command and control, base and mobile operations as well as maintaining 1400 pieces of electronic equipment using four radio repair facilities. Radio technicians installed /repaired/maintained two-way radios in marked and un-marked police cruisers, covert vehicles, aircraft and watercraft.

Other activities from the Houlton, Orono, Scarborough, and Augusta repair shops included: replacing an 8-foot microwave radome and feed horn at a mountain site, adding sophisticated two-way radio equipment for special operations, adding new base station antennas and replacing others at mountain locations suffering storm damage, assisting Cumberland County Sheriff's Department with antenna problem at a mountain site, completing recrystalling of Troop A radios on nationwide and regional frequencies, sponsoring a radar training school in Augusta, installing base station antennas for Department of Inland Fisheries & Wildlife at two sites, installing two towers and five solar panels for Baxter State Park, installing surveillance accessories at two tower sites to discourage vandalism, and licensing and renewing licenses for five other State agencies.

Management Information Systems Unit: The Management Information Systems Unit is responsible for accurate and timely reporting of computerized business and statistical systems for the Department. The Unit is also responsible for programming, program maintenance, and operation of all computer hardware.

During 1984, the Unit coordinated the implementation of a computer system at the Maine Criminal Justice Academy. The Academy applications, which were designed by an in-house programmer, address the areas of business, education, and word processing. A third computer was installed at Headquarters. This was necessary due to the number of new systems implemented during the year and those planned for 1985. Word Processing is a major system that became operational in 1984. Word Processing stations were established and designated work areas defined. (A total of eight work stations are scheduled to become operational in early 1985.)

A computer Review Council was formed to analyze all computer related requests for the Department.

Planning and Research. The Office of Planning and Research is primarily concerned with providing management support at the administrative and operational levels. This is accomplished through participation in development of both immediate and long-range goals based upon demands for services, available resources, and projection of future needs. The Office maintains contact with similar units throughout the Nation in order to keep abreast of the latest technology available in the criminal field.

The Office of Planning and Research is also responsible for program development in numerous areas, plus the coordination and administration of federal grants affecting the State Police.

A number of projects addressing equipment acquisition as well as training programs for Agency personnel were undertaken during the past year.

During the year the Office continued to participate in the State Police Planning Committee, as well as gathering and analyzing data pertaining to Agency operations. A five-year State Police Planning Report was completed containing recommendations to the Chief concerning administrative and operational responsibilities.

Public Information/Community Relations.

Public Information: The Public Information Office is responsible for planning, directing/coordinating, assisting in the implementation of, and evaluating public information activities and programs. The Public Information Officer (Director, Public Information) advises the Commissioner, Chief and staff on public information matters that should be brought to their attention, and provides counseling and instruction to the staff and field personnel.

Although all State Police officers are authorized to make news releases on routine matters, the Public Information Officer serves as spokesperson for major crimes or other serious news events when it is necessary to assist the investigating officer. On call 24-hours a day, the Public Information Officer maintains liaison with the news media.

During 1984, the Office disseminated 117 news releases about activities, programs and services to the news media. The Office also responded to numerous queries and provided public information to the news media on 273 major incidents. There were 255 feature articles/programs and interviews facilitated.

Broadcast public service announcements were scripted and/or produced to make the public more aware of the following: (Radio) Winter Road Safety, Troopers Wanted (Recruitment), Holiday Drunk Driving Prevention, Christmas Fire Safety, Teenage Drinking & Driving Prevention, School Bus Safety, High School Graduation Without Liquor, Bicycle Safety, Memorial Day Driving Safety, Burglary Prevention, Independence Day Holiday Driving Safety, 55 MPH Speed Limit Enforcement, O-U-I Prevention, Labor Day Driving Safety, Schools Open Awareness, Woodburning Stove Safety, Maine Drunk Driving Law, Car & Winter Safety, and Motor Vehicle Inspection; (Television) Railroad Crossing Safety, Marijuana Eradication, Motor Vehicle Inspection, High School Graduation Without Booze, and Drunk Driving Is Murder.

In addition, the Office compiled and edited the annual report, updated Departmental publications and the Maine Print & Broadcast Media Booklet, and published the employee newsletter ("Communicator"). The Public Information Officer was a participatory member of the Governor's Public Information Advisory Committee and a Certified Instructor in News Media Relations at the Maine Criminal Justice Academy.

Community Relations: During 1984, National Highway Safety Administration funding was acquired (through the Department's Bureau of Safety) so the State Police could have the position of Community Relations Officer (CRO) to start January 1985. The position will allow the State Police to address community relations issues in the area of highway safety on an educational basis (to include a speakers bureau) using a uniformed officer. The CRO position complements the activities, services and responsibilities of the civilian Public Information Officer.

LICENSES, PERMITS, ETC.:

License:

BEANO—GAMES OF CHANCE—Private Investigators, Security Guards and Weapon Licensing

The Department reviews applications and, upon qualification issues licenses for private investigators under MRSA, Title 32, Section 6051-6066 and for security guards in Title 32, Section 3761-3783.

PUBLICATIONS:

Laws, Rules and Regulations Relating to Games of Chance (Free)
Laws, Rules and Regulations Relating to Beano (Free)
Motor Vehicle Inspection Manual ($3.50)
Personal Property Record & Inventory (Free)
Illustrated Black and White Brochure pertaining to the duties of the Trooper (Free)
The Maine Department of Public Safety (Free)
The Maine State Police "Annual Report" (Free)
Private Investigator (Free)
Private Security Guard (Free)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	9,855,569	3,546,816	90,334	6,189,107	29,312	
Health Benefits	588,537	3,044	6,006	578,080	1,407	
Retirement	3,223,746	1,104,105	14,062	2,099,407	6,172	
Other Fringe Benefits	131,144	317	520	130,085	222	
Computer Services—State	136,036			136,036		
Other Contractual Service	2,437,583	8,833	20,839	2,334,386	73,525	
Rents	152,305		3,795	137,660	10,850	
Commodities	303,050	620	36	293,232	9,162	
Grants—Subsidies—Pensions	949,770			949,770		
Equipment	667,203	10,360	839	546,820	109,184	
Interest—Debt Retirement	932			932		
Transfers to Other Funds	173,403		4,618	166,766	2,019	
TOTAL EXPENDITURES	18,619,278	4,674,095	141,049	13,562,281	241,853	

VEHICLE EQUIPMENT SAFETY COMMISSION

ARTHUR A. STILPHEN, STATE OF MAINE COMMISSIONER
ALBERT L. GODFREY, SR., DIRECTOR, BUREAU OF SAFETY, ALTERNATE COMMISSIONER

Central Office: 36 Hospital Street, Augusta; Floor: 2 *Telephone:* 289-2581
Mail Address: State House Sta. #42, Augusta, Maine 04333

Established: 1963 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 06; *Umbrella:* 16; *Unit:* 432; *Citation:* 29 M.R.S.A., Sect. 1513

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Vehicle Equipment Safety Commission, an agency of the party states, is established to promote uniformity in regulation of and standards for equipment. Secure uniformity of law and administrative practice in vehicular regulation and related safety standards to permit incorporation of desirable equipment changes in vehicles in the interest of greater traffic safety is another function. A further responsibility is the provision of means for encouragement and utilization of research which will facilitate the achievement of the foregoing purposes.

Each party state obligates itself to give due consideration to any and all rules, regulations and codes issued by the Commission and hereby declares its policy and intent to be the promotion of uniformity in the laws of the several party states relating to equipment.

ORGANIZATION: The Vehicle Equipment Safety Commission is an agency of the party states. The Commission is composed of one commissioner from each party state. A commissioner may provide for the discharge of his duties and the performance of his functions on the Commission either for the duration of his membership or any lesser period of time by appointing an alternate.

PROGRAM: The Vehicle Equipment Safety Commission on the national level was inactive during 1983. At the state level input was provided both to request opinions as to proper safety equipment and to provide this State's opinion as to how national safety standards should be formulated. By being a member party, state opportunity is provided for local input into national rulemaking.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

PUBLIC TRANSPORTATION ADVISORY COMMITTEE

MAY HOWE, DIRECTOR REGIONAL TRANSPORTATION PROGRAM; LINWOOD F. WRIGHT, SUPERVISOR OF PUBLIC TRANSPORTATION.

Central Office: Transportation Bldg., Augusta, Maine *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: June 21, 1979 *Sunset Review Required by:* Not Established
Reference: Policy Area: 07; *Umbrella:* 92; *Unit:* 363; *Citation:* 23 M.R.S.A., Sect. 4209
Average Count—All Positions: 17 *Legislative Count:* 0

PURPOSE: The Public Transportation Advisory Committee was created to assist and advise the Commissioner of Transportation in the development and maintenance of effective, low-cost public transportation service throughout the state.

ORGANIZATION: The Committee was established June 21, 1979, by emergency legislation. The Commissioner of Transportation appoints not more than 17 members, consisting of representatives of state agencies involving public transportation, low income, elderly, and handicapped residents who utilize public transportation, and private transit operators in the service.

PROGRAM: The Advisory Committee met three times during the preceeding year and elected a chairman and vice-chairman. It has conducted a review and provided comments upon the program developed by the Bureau of Transportation Services. It issues no licenses and produces no publications.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Department of Transportation.

PUBLIC UTILITIES COMMISSION

PETER A. BRADFORD, CHAIRMAN
CHARLES A. JACOBS, ADMINISTRATIVE DIRECTOR

Central Office: 242 State St., (Old M.V. Bldg.), Augusta; *Floor:* 2 *Telephone:* 289-3831
Mail Address: Statehouse Sta. #18, Augusta, Maine 04333-0018

Established: 1913 *Sunset Termination Scheduled to Start by:* June 30, 1995

Reference: Policy Area: 01; *Umbrella:* 65; *Unit:* 407; *Citation:* 35 M.R.S.A., Sect. 1

Average Count—All Positions: 63 *Legislative Count:* 61

Organizational Units:

Administrative Division
Legal Division
Consumer Assistance Division
Technical Analysis Division
Finance Division

PURPOSE: The Public Utilities Commission's mission is to protect the public interest by ensuring that utilities operating in the State of Maine render adequate and reliable service to the public at rates which are reasonable and just. The Commission is a quasi-judicial body which sits as an adjudicatory body on specific cases involving rates, service, financing, and other activities of the various utilities it regulates. The Commission also has investigatory and rulemaking authority. The Commission currently has jurisdiction over 148 water utilities, 17 electric utilities, 2 gas utilities, 25 telephone and telegraph utilities, 4 water carriers, and limited aspects of radio common carriers.

The Commission is divided into five operating divisions with respective powers and duties as follows:

Administrative Division. The Administrative Division is responsible for fiscal, personnel, contract and docket management, as well as physical plant. The Division provides support services to the other divisions and assists the Commission in coordinating its activities. The Division has primary responsibility for public information and assists the General Counsel of the Legal Division in providing information to the Legislature.

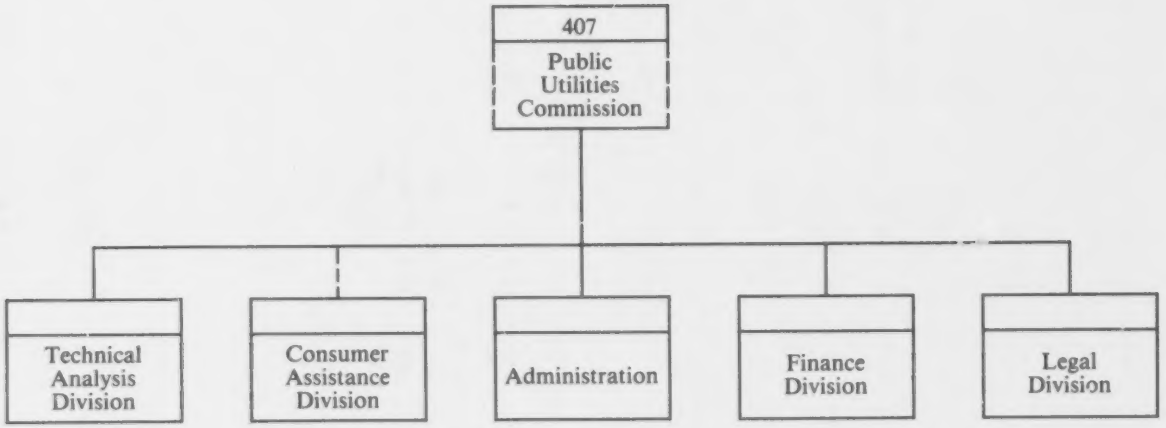
Included within the Administrative Division is the Word Processing Section, the Hearing Reporters and, for administrative purposes, the Consumer Assistance Division.

Consumer Assistance Division. The Consumer Assistance Division (CAD) receives, analyses and responds to complaints from Maine utility customers. The CAD assists individual customers in resolving their disputes with the utility and analyzes those complaints to determine what utility practices, if any, need to be corrected. When a utility practice is identified that requires correction action, it is brought to the attention of the utility for appropriate resolution. The Consumer Assistance Division operates as a separate division but is administratively attached to the Administrative Division.

Legal Division. The Legal Division represents the Commission before federal and State appellate and trial courts and agencies. It provides examiners and advocates in cases before the Commission and assists in preparing and presenting Commission views on legislative proposals. Examiners preside over Commission proceedings, rule on questions of procedure and evidence, and prepare written recommended decisions for the Commission. Advocates organize and present the staff's case before the Commission, cross-examine the cases of other parties, file briefs on the issues, and engage in negotiations with the parties for the settlement of all or some of the issues in a case. Complete legal services are provided by the Division on all legal aspects of matters within the Commission's jurisdiction from major rate cases to individual consumer complaints.

Finance Division. The Finance Division is responsible for conducting financial investigations and analysis of telephone, electric, gas, and water utilities, and for conducting other research about Maine utilities. The Division analyzes all applications of utilities to issue stocks, bonds, or notes. The Division prepares testimony and other material concerning fuel clauses, cost of capital, rate base, revenues, expenses, depreciation and rate design for rate cases. The Division

ORGANIZATIONAL CHART
PUBLIC UTILITIES COMMISSION
UMB 65



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
PUBLIC UTILITIES COMMISSION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,271,145	463,539	807,606			
Health Benefits	57,298	20,162	37,136			
Retirement	172,952	74,036	98,916			
Other Fringe Benefits	5,561	2,006	3,555			
Computer Services—State	7		7			
Other Contractual Service	807,564	35,208	772,296		60	
Rents	8,212		8,212			
Commodities	22,054		22,054			
Grants—Subsidies—Pensions	1,444		1,444			
Equipment	55,655	1,321	54,334			
Transfers to Other Funds	97,746		97,746			
TOTAL EXPENDITURES	2,499,638	596,272	1,903,306		60	

assists in the preparation of questions for cross-examination on accounting and finance matters, presents direct testimony, evaluates rate case exhibits and advises the Commission on financial and economic issues.

Technical Analysis Division. The Technical Analysis Division analyzes the technical aspects of filings made by utilities. Specifically, the Division analyzes and evaluates rate design exhibits, assists in the preparation of engineering related cross-examination and provides expert witnesses in rate proceedings. The Division prepares and reviews cost allocations and rate studies, reviews plans and specifications on all major utility construction projects, conducts on-site inspection of system improvements, advises the Commission and CAD regarding line extensions, inspects gas pipelines to ensure safe operations and conducts on site investigations of gas explosions and electrical accidents involving loss of human life. Finally, the Division reviews standards of service, utility reports, fuel clauses and fuel generation rates, using computer modeling techniques where appropriate.

ORGANIZATION: The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission. It was organized December 1, 1914. The Act abolished the Board of Railroad Commissioners, established in 1858, and conferred upon the Public Utilities Commission all powers vested in that Board as well as the State Water Storage Commission, including custody and control of all records, maps, and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. In addition, the Commission acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motor buses or trucks transporting passengers or freight for-hire over any street or highway in Maine. Pursuant to Chapter 469 of the Public Laws of 1981, the Commission's jurisdiction over for-hire freight and passenger surface transportation was removed and transferred to the Bureau of State Police and the Department of Transportation, effective January 1, 1982. The Commission retains jurisdiction over the transportation of passengers and property for compensation by vessel in Casco Bay under Chapter 174 of the Private and Special Laws of 1963.

Chapters 207 and 617 of the Public Laws of 1983 specifically exempted dealers of gas in liquid form from Commission jurisdiction, which had not been previously exercised. Central tanks serving more than 10 customers are still subject to PUC jurisdiction. Chapter 304 of the Public Laws of 1983 deregulated one-way paging service. Chapter 802 of the Public Laws of 1983 conferred PUC jurisdiction over cable TV systems providing service like telephone companies and pole attachment charges for cable TV systems. The present Public Utilities Commission consists of three members appointed by the Governor subject to review by the Legislative Committee having jurisdiction over public utilities and to confirmation by the Legislature, for terms of six years. One member is designated by the Governor as Chairman, and all three members devote full time to their duties.

PROGRAM:

During the 1984-85 fiscal year the Commission conducted what is probably the most important and complex investigation in the history of the Commission into the Seabrook involvements of Maine's major electric utilities. The investigation resulted in decisions concerning the future involvement of Maine's utilities in Seabrook Unit 1 and governing the recovery of the utilities investment in the cancelled Seabrook Unit 2. Simultaneous with the Seabrook investigations, major rate proceedings were conducted for both Central Maine Power Company and Maine Public Service Company. The Central Maine Power Company rate case culminated in a precedent setting stipulation which was accepted by the Commission on May 1985. In November, 1984, the Commission concluded the rate design portion of a New England Telephone and Telegraph Company rate case with the adoption of mandatory Local Measured Service for residential and business customers of NET. The Commission postponed the effective date of LMS from July, 1985 to February, 1986 in order to allow additional time to solicit public opinion and investigate the implementation of Local Measured Service.

Consumer Assistance Division: During the calendar year 1984 the Commission's Consumer Assistance Division received 5,741 and processed 5,605 complaints from Utility customers. Investigations of customer complaints by the Division resulted in refunds of $123,041.40 to customers for 1984.

Legislation: Recently enacted legislation during the 1984 session, which a[illegible]cts the Commission includes:

(1) The enactment of legislation authorizing the Public Utilities Commission to raise $500,000 through assessments on utilities over a 2-year period to fund improvements and renovations to the Public Utilities Commission's facilities.

(2) The enactment of legislation providing protections under certain circumstances to utility employees who testify before the Public Utilities Commission or the Legislature.

(3) The enactment of legislation clarifying the Public Utilities Commission's authority over utility issuances of financings and improving the procedures in such cases.

(4) The enactment of legislation authorizing the Commission to act on an expedited basis to issue a temporary order in certain cases concerning utility service or practices.

LICENSES, PERMITS, ETC.

Electric Utilities — Application for Certificate of Convenience and Necessity to construct or purchase generating facilities of energy.

Two-way Radio Common Carriers — Application for Certificate of Convenience and Necessity to provide service.

Water Carrier in Casco Bay — Application for Certificate of Convenience and Necessity to provide service.

PUBLICATIONS:

Annual Report to Joint Standing Committee on Utilities of the Maine Legislature.
All Rules and Decisions
Summary of Chapter 81

FINANCES, FISCAL YEAR 1985: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE PUBLIC UTILITIES FINANCING BANK

H. DONALD DE MATTEIS, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: Community Drive, Augusta *Telephone:* 622-9386
Mail Address: 35 Community Drive, Augusta, Maine 04330

Established: 1981

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 401; *Citation:* 35 M.R.S.A., Sect. 184

Average Count—All Positions: 3 *Legislative Count:* 0

PURPOSE: The Maine Public Utilities Financing Bank was established to foster and promote by all reasonable means the provision of adequate markets and the lowest possible costs for borrowing money by public utilities.

All expenses incurred in carrying out this purpose shall be payable solely from revenues or funds available to the bank. The Bank cannot incur any indebtedness or liability on behalf or payable by the State.

ORGANIZATION: The Bank is under direction of a Board of Commissioners comprised of the Commissioners of the Maine Municipal Bond Bank who shall be commissioners ex officio. The Board of Commissioners shall elect one of its members as chairman, one as vice-chairman and shall appoint an executive director who shall also serve as both secretary and treasurer.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 1985: The State records do not contain any accounts assigned to this unit. Operating expenses will be covered by fees and charges to the participating public utility.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE

RICHARD D. DUTREMBLE, CHAIRMAN

Incoming WATS: Emergency Only: 1-800-452-8735
Central Office: State Office Bldg., Augusta — *Telephone:* 622-6201
Mail Address: Statehouse Station #72, Augusta, Maine 04333 — *Telephone:* 289-4080
Established: 1981 — *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 400; *Citation:* 37B M.R.S.A., Sect. 954
Average Count—All Positions: 0 — *Legislative Count:* 0

PURPOSE: Radiological Emergency Preparedness, Chapter 444, P.L. 1981 "An Act to Establish an Emergency Radiological Response System" was enacted in June 1981. This act established the Radiological Emergency Preparedness Committee to oversee Nuclear Emergency Planning and provides $50,000 annually to accomplish their work. The monies are obtained by a fee on nuclear reactor license holders.

The REP Committee has completed its third annual budget. Monies from the budget ($50,000) were used to enhance emergency public notification, communications, and planning within the twenty (20) towns in the Emergency Planning Zone around the Maine Yankee Nuclear Plant. The Bureau of Civil Emergency Preparedness provides the REP Committee administrative and financial services.

PUBLICATIONS:

State of Maine Emergency Procedures in the event of a Maine Yankee incident — free to those citizens and transients within ten (10) miles of the Maine Yankee plant site.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RADIOLOGICAL EMERGENCY PREPAREDNESS COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	803		803			
Commodities	4,465		4,465			
Grants—Subsidies—Pensions	24,145		24,145			
Equipment	5,295		5,295			
Transfers to Other Funds	369		369			
TOTAL EXPENDITURES	35,077		35,077			

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

AMBERANN GEORGE, R.T. (R), (ARRT), CHAIRPERSON

Central Office: 157 Capitol St., Augusta *Telephone:* 289-3826
Mail Address: Statehouse Station #10, Augusta, Maine 04333
Established: 1983 *Sunset Termination Starting by:* 1992
Reference: Policy Area: 03; *Umbrella:* 90; *Unit:* 465; *Citation:* 32 M.R.S.A., Sect. 9853
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Radiologic Technology Board of Examiners was established to protect the public from the effects of excessive and improper exposure to ionizing radiation. The primary responsibilities of the Board are to examine and license radiographers, nuclear medicine technologists, and radiation therapy technologists upon payment of specified fees; to renew all licenses biennially upon payment of specified fees; to investigate all complaints and all cases of non-compliance with the law relating to licensing; to make and adopt such rules consistent with the law; and to hold regular meetings at least once per year to conduct its business.

ORGANIZATION: The Radiologic Technology Board of Examiners, established in 1983, consists of 12 members: 2 radiologists; 3 radiographers; one nuclear medicine technologist; one radiation therapy technologist; one radiation physicist; 2 licensed practitioners who are not radiologists; one representative of the Department of Human Services who shall be the executive secretary and nonvoting member; and one public member who shall not be affiliated with the medical or any allied health profession.

PROGRAM: The Radiologic Technology Board of Examiners promulgated its rules on September 1, 1984. These rules outlined the examination and licensing requirements for radiologic technologists who applied ionizing radiation to human beings. Meetings were held 15 times during the period July 1, 1984 to June 30, 1985. Six exams during that period were given as follows: October 18, 1984; March 21, 1985 for Limited License exam; nuclear medicine technologists exam (September 15, 1984; June 29, 1985); and radiographic technologists exam (October 18, 1984; March 21, 1985). Nine examinations are scheduled for FY 86. Site visits are made periodically by the Board members to verify technologist licensing requirements.

LICENSES, PERMITS, ETC.

License:

To use radioactive materials or equipment emitting ionizing radiation on human beings for diagnostic or therapeutic purposes. Each full license is valid for a 2 year period from the date of issuance.

PUBLICATIONS:

"Medical Radiation Technology Licensing Rules" — no charge.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Other Contractual Service	12,750		12,750			
Rents	280		280			
Commodities	1,506		1,506			
TOTAL EXPENDITURES	14,536		14,536			

REGIONAL AGRICULTURE COMMITTEE

COMMISSIONER OF AGRICULTURE, FOOD AND RURAL RESOURCES

Central Office: Augusta

Established: September 23, 1983

Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 464; *Citation:* Resolves 1983, Chap. 46

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: Common problems in the effective utilization of our agricultural resource base, natural and human, compels a closer working relationship on projects which offer potential for more food production of a diversified nature, not only to strengthen the economic position of our rural areas, but also to ensure greater food self-sufficiency for the region. To this end, the Regional Agriculture Committee is established to promote regional and international cooperation in the development of agricultural programs designed to encourage greater food production, marketing, and food self-sufficiency among the states of New England, and Quebec, and the Maritimes to build a more productive and diversified agricultural community on a regional basis comprised of small and mid-sized family farms; to review proposals from public and private non-profit institutions in New England, Quebec, and the Maritimes which aim to strengthen the agricultural capacity of the region; to establish conditions for the application of matching funds to support projects, insuring that results will be adequately disseminated in a timely fashion; to administer matching funds made available to it by the legislature and other sources for the purposes stated and to prepare an annual financial report along with a written account of investment practices and matching donors; and to report annually to the legislature to share information about the activities of the committee and the benefits achieved as a result of matching grants extended.

ORGANIZATION: The committee consists of 9 members: The Committee of Agriculture, Food and Rural Resources, who is chairman; Director of the Maine Canadian Legislative Advisory Commission; Director of the Cooperative Extension Service; 2 members of the legislature; representation from 2 different farm organizations, one associated with an established major commodity crop such as apples, potatoes, milk, etc., and the other associated with a more diversified farm production unit chosen by the Commissioner of Agriculture, Food and Rural Resources; a consumer, non-farmer representative from a private foundation in Maine with an interest in agriculture appointed by the Governor; and a representative from the communications-media field. Representatives from the legislative branch which include the Director of the Maine Canadian Legislative Advisory Committee and 2 members of the Legislature also serve on the committee in an advisory capacity with no voting power. The committee meets at least once a year, but not more than 4 times in a calendar year.

PROGRAM: The committee met in October of 1984 to review present regional projects, e.g. Appropriate Technology Information Exchange, Small Farm Television Series and discuss future projects and activities. Subsequent to this meeting, a committee member had prepared a proposal for a regional conference the purpose of which is to examine the present condition of agriculture and plan for the future. The committee will be meeting in the fall of 1985 to review and act on this proposal.

FINANCES, FISCAL YEAR 1985: This unit has not yet received or expended funds.

CONTINUING EDUCATION COMMITTEE (REAL ESTATE)

TRUDY A. SULLIVAN, CHAIRMAN
CAROL J. LEIGHTON, Administrative Assistant

Central Office: Stevens School Central Bldg., Hallowell, Maine *Telephone:* 289-3735
Mail Address: Statehouse Sta. #35, Augusta, Maine 04333

Established: September 14, 1979

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 040; *Citation:* 32 M.R.S.A., Sect. 4115B

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Continuing Education Committee (Real Estate), created effective September 14, 1979, was established to approve real estate oriented educational programs. Each biennial licensing period, actively licensed real estate brokers and salesmen must attend 12 clock hours of real estate oriented educational programs.

Upon receipt of an application for approval as a continuing education program, the committee considers the apparent ability of the program to improve the licensee's knowledge of the real estate business and to assist the licensee in keeping abreast of changing laws, regulations or practices which will affect the interests of his client. Approved programs may include inoffice classes, video-tape and tele-lecture presentations, correspondence courses, professional seminars, college courses, workshops, courses designed for pre-licensure education, and other formats, subject to approval of course content by the committee. The committee in approving applications also considers the desirability of low cost programs that can be accessible to licensees in rural areas.

ORGANIZATION: The Continuing Education Committee is appointed by the Real Estate Commission. The committee consists of one member of the commission, one member from the field of education, one member representing the public and 4 licensees. Each licensee represents a different geog.aphical area of the State, and at least one must not belong to a professional real estate trade association. Members are appointed for staggered 3-year terms, except the commission member who is appointed annually.

PROGRAM: The Continuing Education Committees held 10 meetings during the fiscal year. During this period the Committee approved sixty-nine programs that served over 4,000 licensees.

LICENSES, PERMITS, ETC.
Program approval for continuing education credit.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM

RICHARD J. McDONOUGH, CHAIRPERSON, BOARD OF TRUSTEES
ROBERTA M. WEIL, EXECUTIVE DIRECTOR

1-(800)-451-9800

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3461
Mail Address: Statehouse Sta. #46, Augusta, Maine 04333

Established: 1947 *Sunset Termination Scheduled to Start by:* June 30, 1988

Reference: Policy Area: 00; *Umbrella:* 94; *Unit:* 411; *Citation:* 5 M.R.S.A., Sect. 1002

Average Count—All Positions: 52

PURPOSE: The major goal of the Board of Trustees of the Maine State Retirement System is to administer the Maine State Retirement System, to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and benefits to survivors of deceased members prior to the member's retirement; and to administer the State's Group Life Insurance plan.

The (Board of Trustees of the) Maine State Retirement System formulates policies and is responsible for the general supervision of the System including the State Group Life Insurance plan, and Survivor Benefit plan. The administrative responsibility is vested in the Executive Director who is appointed by the Board, who is also the State Administrator for Social Security as it applies to Maine's political subdivisions.

ORGANIZATION: A joint contributory retirement system covering all public school teachers, state employees (except members of the judiciary, and the state police officers employed before 1943), and the employees of 266 cities, towns, counties, various municipal type units, and certain educational institutions, was created by the Legislature in 1947.

The System is under the supervision of a seven-member board of trustees which is responsible for the formulation of policies and the exercise of general supervision under the statutes. Administrative responsibility is vested in an executive director appointed by the Board. Board members, who serve for a three-year term, include three members appointed by the Governor and subject to review by the Joint Standing Committee on Aging, Retirement & Veterans and to confirmation by the Legislature, one of whom shall be a retired teacher selected from a list of three nominees submitted by the Maine Retired Teachers Association; one member elected by the Maine State Employees Association; one member elected by the Maine Teachers Association; one member appointed by the Maine Municipal Association, who is a member of the System through a participating local district; and one member who is receiving a retirement allowance under the System and is selected by the foregoing members of the Board. The State Treasurer is an ex-officio, non-voting member. The Board elects a chairman from its membership and designates an actuary, whose duties include the computation of all retirement benefits and a recommendation on funding requests to the Legislature in order that the System be maintained in a solvent position. A Medical Board consisting of three physicians not eligible to participate in the System is also provided for under the law.

PROGRAM: Membership in the Maine State Retirement System at June 30, 1985, was comprised of 42,176 active members (18,576 teachers, 14,378 state employees and 9,222 employees of participating local districts). In addition there were 24,363 inactive accounts on the System's records (13,056 teachers, 8,507 state employees and 2,800 participating local district employees).

Trust fund reserves of the System at June 30, 1985, totalled $778,383,447, an increase of $122,140,108 over reserves at the beginning of the year. The year end composition of these reserves was as follows:

State Employees	$316,407,528
Teachers (Post 7/1/24)	420,503,314
Teachers (Pre 7/1/24)	(197,365,017)
Participating Local Districts	238,837,622
Total	$778,383,447

The increase in trust fund reserves was reflected for the most part in the Members Contribution Fund, which was $28,033,492 more than the previous year's end balance, the Retirement Allowance Fund, which was $55,176,630 greater than at the previous year end, and the Survivor Benefit Fund, which was $3,970,504 greater than the previous year end. Of major significance to the funding integrity of the System is the continued funding for the old system teacher retirement plan; appropiations of $14,400,000 were authorized for 1983-84.

State contributions to the System during the past year totalled $103,781,861, of which $60,005,878 was made on account of teachers and $43,775,983 was made on account of state employees. Participating local district employers made contributions on behalf of employees totalling $18,112,499. Individual members made contributions totalling $43,871,715 as compared with $40,114,579 in the previous year, as may be seen by the following tabulation:

	FY 1984-85	**FY 1983-84**
Teachers	$21,270,157	$19,434,569
State Employees	14,319,173	12,809,486
Participating Local Districts	8,282,385	7,870,524
Total	43,871,715	$40,114,579

Retirements processed during the last fiscal year totalled 1041, representing 319 teachers, 432 state employees and 290 participating local district employees. This represents an increase of 60 retirement authorizations as compared with the previous year. As of June 30, 1985, there were 18,938 persons on the retirement payroll which amounted to $9,900,671. There were 7,657 teachers, 7,296 state employees and 3,985 employees retired from participating local districts on the June 1985 payroll.

Retired persons and their beneficiaries were paid retirement allowances of $116,707,876 during the year, an increase of $8,358,258 over benefits paid during the previous year. The increase was largely due to the addition of new retirees and the cost-of-living increase paid in September 1984. The cost-of-living increase was 4%. This cost-of-living increase was paid to all state employees, teachers and employees of those participating districts that accepted this cost-of-living benefit.

Survivor benefit allowances are paid to survivors (spouse-children-parents) of former members of the System, whose deaths occurred prior to retirement. Total survivor benefits paid to beneficiaries under this program were $1,955,251 during the year.

Administrative expenses for the fiscal year were $1,591.536.09, an increase of $314,743 compared to the previous year. This increase was primarily due to office automation project studies and implementation.

The retired state employee health insurance premiums totalled $2,557,185 during the fiscal year as compared to $2,129,865 during the previous year. This is an increase of 20 per cent.

During the past fiscal year staff members of the System met with numerous groups including public school teachers, state employees and employees of participating local districts (active and retired) to review and explain the System's benefit provisions with respect to retirement, survivor benefits, disability retirement and group life insurance.

RETIREMENT AND SURVIVOR PAYMENTS

Fiscal Year Ending June 30	*Retirement Payments*	*Survivor Benefit Payments*
1985	$116,707,875	$1,955,484
1984	$108,349,618	$1,955,484
1983	$ 99,371,049	$1,914,680
1982	$ 90,499,330	$1,656,799
1981	$ 82,174,316	$1,543,470

MAINE STATE RETIREMENT SYSTEM
Balance Sheet
June 30, 1985

Assets	
Investments:	
Bonds	$332,239,800.47
Common Stocks	297,395,449.37
Mortgages	112,014.61
Commingled Funds:	
Morgan Guaranty Trust	81,562,406.34
Travelers Insurance Co.	18,802,027.83
Insured Guaranteed Contract	9,764,132.32
Land & Building	680,737.68
Due to Other Funds (NOTE I)	(839,058.73)
Total Investments	739,717,509.89
Other Assets:	
Cash—Demand Deposit	47,921,380.94
Cash—Fiduciary	(18,000,692.26)
Accrued Interest	9,867,319.39
Accounts Receivable	49,991.82
Total Other Assets	39,837,957.89
Total Assets	$779,555,467.78

Trust Reserves & Liabilities	*Total Fund*	*State*	*Teachers Post—7/1/24*	*Teachers Pre—7/1/24*	*Participating Districts*
Trust Reserves:					
Members Contribution Fund—Current	$387,377,820.91	$137,377,820.91	$186,586,515.12	$ 0.00	$ 63,108,080.53
Members Contribution Fund—Prior	70,591.83	0.00	70,591.83	0.00	0.00
Retirement Allowance Fund	362,223,955.85	167,933,859.72	218,230,353.35	(197,365,016.61)	173,424,759.39
Survivor Benefit Fund	28,711,078.67	10,790,443.11	15,615,853.31	0.00	2,304,782.25
Total Trust Fund Reserves	778,383,447.26	316,407,528.09	420,503,313.61	(197,365,016.61)	238,837,622.17
Liabilities & Operating Reserves:					
Accounts Payable	514,657.15	134,832.32	279,161.30	0.00	100,663.53
Reserve for Authorized Expenditures	410,447.22	205,223.61	205,223.61	0.00	0.00
State Retiree Health Insurance	239,489.50	239,489.50	0.00	0.00	0.00
Suspense Account	7,426.65	0.00	7,020.16	0.00	406.49
Total Liabilities & Operating Expenses	1,172,020.52	579,545.43	491,405.07	0.00	101,070.02
Total Trust Reserves & Liabilities	$779,555,467.78	$316,987,073.52	420,994,718.68	$(197,365,016.61)	$238,938,692.19

NOTE I—Due Judicial Retirement System

MAINE STATE RETIREMENT SYSTEM
ANALYSIS OF CHANGES IN TRUST FUND RESERVES
YEAR ENDING JUNE 30, 1985

Balance July 1, 1984			$656,243,339.19
Adjust. to Previous Balance			13,672.29
			$656,257,011.48
ADDITIONS			
Employer Contributions:			
Teachers:			
General Fund	$57,944,166.00		
Federal Funds (LOCAL)	2,061,711.87	$60,005,877.87	
State Employees:			
General Fund	$22,651,556.03		
Highway Fund	8,954,187.63		
Federal Program Fund	5,597,919.21		
Special Revenue Fund	3,033,483.47		
All Other Funds	3,169,525.97		
University of Maine	369,310.41	$ 43,775,982.72	
Participating Districts			
Revenue from Cities & Towns		$ 18,112,499.32	
Total Employer Contributions		121,894,359.91	
Individual Members			
Teachers	$21,270,157.48		
State Employees	14,319,173.33		
Participating Districts	8,282,384.39		
Total Member Contributions		$ 43,871,715.20	$ 65,766,075.11
Total Contributions			
Net Income From Investments		$ 83,155,555.92	$ 83,155,555.92
TOTAL ADDITIONS			$248,927,631.03
DEDUCTIONS			
Retirement Allowance Paid	**Number**		
Council Orders	2	$1,611.48	
Legislative Resolves	6	49,214.16	
Retirement Full Benefits	7,389	31,734,455.40	
Ordinary Disability:			
Old Law	83	343,323.65	
Chapter 622, PL 1975	471	3,978,787.03	
Service Incurred Disability	134	659,690.44	
Disability, Chapter 622-7/1/78	128	933,710.98	
Option I	1,510	6,001,701.04	
Option II	1,719	7,104,686.77	
Option III	1,686	9,216,507.14	
Option IV	1,175	7,107,450.75	
Option II—Beneficiary	587	1,345,939.21	
Automatic Option II—Beneficiary	495	1,507,835.68	
Option III—Beneficiary	597	1,129,468.87	
Option IV—Beneficiary	1,130	2,109,590.15	
Automatic Option IV—Beneficiary	90	244,528.35	
Service Incurred Death	10	65,217.24	
15-Year Teachers	96	99,887.63	
10-Year Vested Right	1,116	1,907,542.49	
Accidental Death Benefits—July 1, 1979	13	163,534.11	
20-Year Teachers	22	23,995.05	
Law Enforcement Officers—			
Marine Resources	28	268,703.35	
Fish & Wildlife	84	715,859.63	
State Police	155	1,255,642.74	

25-Year Service-Age 55	7	30,905.96	
Forest Rangers	7	80,958.23	
Fire Fighters & Police—			
Spec. Prov.—Sec. 1121	8	69,015.25	
Spec. Prov.—Sec. 1092	95	796,553.24	
Benefits by P&S Laws	40	99,587.17	
Prison Guards—Section 1121			
Sub-Section 2-F	21	158,094.58	
Special Benefits—Sec. 1092			
Sub-Section 4	34	130,051.65	
	18,938		79,334,349.42
Retirement Allowance Adjustment Paid			
Council Orders		5,144.84	
Legislative Resolves		6,366.74	
Retirement Full Benefits		16,942,693.62	
Ordinary Disability:			
Old Law		131,560.93	
Chapter 622, PL 1975		480,075.76	
Service Incurred Disability		323,946.16	
Disability, Chapter 622—7/1/78		421,917.16	
Option I		3,910,443.56	
Option II		2,881,588.86	
Option III		5,010,329.29	
Option IV		1,270,726.37	
Option II—Beneficiary		996,905.63	
Automatic Option II—Beneficiary		845,089.79	
Option III—Beneficiary		1,089,127.17	
Option IV—Beneficiary		424,574.16	
Automatic Option IV—Beneficiary		113,303.79	
Service Incurred Death		40,045.60	
15-Year Teachers		127,449.60	
10-Year Vested Right		1,077,208.49	
Accidental Death Benefits—7/1/79		19,084.74	
20-Year Teachers		34,394.11	
Law Enforcement Officers—			
Marine Resources		94,778.48	
Fish & Wildlife		278,254.40	
State Police		534,221.04	
25-Year Service—Age 55		31,597.10	
Forest Rangers		13,885.66	
Fire Fighters & Police—			
Spec. Prov—Sec. 1121		29,433.48	
Spec. Prov.—Sec. 1092			
Sub-Section 4		153,115.66	
Benefits by P & S Laws		35,440.74	
Prison Guards—Section 1121			
Sub-Section 2-F		38,422.72	
Special Benefits—Section 1092			
Sub-Section 4		12,400.46	
Survivor Benefits	**Number**		37,373,526.11
Accidental Death—			
Service Incurred	10	23,792.40	
Spouse—Age 60	265	537,913.82	
Spouse—10-Year Clause	194	398,781.72	
Spouse-Children	229	799,620.48	
Children	42	108,846.69	
Parents	33	86,295.62	
Refunds	773		1,955,250.73
To Former Members		7,561,324.04	
To Beneficiaries of Deceased Members		420,842.27	
To Survivors of Disability Recipients		82,721.06	
To Beneficiaries of Deceased—Option I		65,233.62	
Withheld for Child Support		1,948.00	
TOTAL DEDUCTIONS			8,132,068.99
Balance June 30, 1985			126,795,195.25
			$778,383,447.26

MAINE STATE RETIREMENT SYSTEM
Administration Fund
Fiscal Year Ending June 1985 and 1984

	General Administration 1985		General Administration 1984	
Revenue:				
Employee Contributions				
Teachers				
Federal Funds	$450,474.00		$449,424.00	
General Fund	23,661.92	$474,135.92	22,099.35	$471,523.35
State Employees:				
General Fund	$254,047.03		$214,872.87	
Highway Funds	103,009.01		82,163.79	
Federal Program Funds	70,077.33		69,749.60	
Special Revenue Funds	37,658.83		26,886.64	
Other State Funds	44,270.31	509,062.51	41,997.64	435,690.54
Participating District		286,336.69		265,982.00
Total Revenues		$1,269,535.12		$1,173,195.89
Expenditures:				
Personal Services	$609,856.79		$499,219.66	
Actuarial Services: (Towne & Assoc.)	28,461.67		21,430.00	
Data Processing	196,883.65		158,425.01	
Utilities	31,766.62		26,560.11	
Postage & Mailing	51,565.47		47,879.03	
Repairs to Equipment	34,044.30		33,601.19	
Printing & Binding	14,246.40		16,895.90	
Office Supplies	119,334.83		46,426.27	
Retirement Costs	102,995.05		81,279.44	
Research & Legal Services	114,862.41		22,491.04	
Health Insurance	34,464.95		26,493.73	
STA-CAP Costs	101,564.68		70,279.80	
General Operating Costs	14,559.10		12,507.86	
Travel	27,451.09		22,538.85	
Office Equipment	32,503.70		137,573.18	
Unemployment	4,482.06		1,267.00	
Per Diem	6,650.00		6,534.75	
Structure & Improvements	0.00		1,000.00	
Medical Services	13,242.34		16,595.00	
Intragovernmental Services	7,511.76		1,256.83	
Workers' Compensation	9,228.11		3,540.57	
Equipment Rental	35,761.11		25,297.33	
Total Expenditures		$1,591,536.09		$1,276,792.55
Current Year Reserves		(322,000.97)		(103,596.66)
Prior Year Reserves		761,715.16		866,602.70
Balance of Reserves		$ 439,714.19		$ 763,006.04

MEMBERS AND EMPLOYERS CONTRIBUTIONS

Fiscal Year Ending June 30	*Employees*	*Employers*
1985	$43,871,715	$121,894,360*
1984	40,114,579	114,918,021
1983	37,835,981	106,905,245
1982	35,973,971	99,268,203
1981	36,001,782	74,479,257

RETIREMENT ALLOWANCE RECIPIENTS

Fiscal year Ending June 30	*State Employees*	*Teachers*	*Local District Employees*	*Total*
1985	7,296	7,657	3,985	18,938
1984	6,985	7,513	3,754	18,255
1983	6,757	7,328	3,544	17,629
1982	6,518	7,182	3,332	17,032
1981	6,152	6,972	3,092	16,216

*—Includes $15.5 million funding for the non-contributory teachers provided by the Legislative Appropriation Act

STATISTICS

	Active	*Inactive*
MEMBERSHIP—June 30, 1984:		
State Employees	14,378	8,507
Teachers	18,576	13,056
Participating Local Districts	9,222	2,800
TOTAL	42,176	24,363
RETIREMENT ALLOWANCES—Authorized Year Ended June 30, 1984:		
		Percent
State Employees	432	41.5%
Teachers	319	30.6%
Participating Local Districts	290	27.9%
TOTAL	1041	
SURVIVOR BENEFITS—Authorized year Ended June 30, 1984:		
		Percent
State Employees	19	63.4%
Teachers	4	13.3%
Participating Local Districts	7	23.3%
TOTAL	24	
Participating Local Districts		
Towns	107	
Sewer & Water Districts	45	
Cities	19	
S.A.D.'s	17	
Counties	16	
Housing Authorities	13	
Public Libraries	5	
Miscellaneous	44	
TOTAL	266	

MAINE STATE RETIREMENT SYSTEM
FINANCIAL HIGHLIGHTS

At Cost	*6/30/85 Millions of Dollars*	*Percent*	*6/30/84 Millions of Dollars*	*Percent*
Total Assets of Fund at Year End	779.6	100.0%	658.3	100.%
Cash	39.8	5.1	37.5	4.6
Investments:	739.7		620.8	
Corp. Stocks	297.4	38.1	303.0	45.9
Bonds	332.2	42.6	238.9	37.4
Mortgages	0.1		0.1	.1
Guaranteed Insurance Contact	9.8	1.3	9.8	1.5
Commingled Funds	100.4	12.9	69.0	10.5
At Market				
Total Assets of Fund at Year End	858.2	100.0%	636.8	100.0%
Cash	39.8	4.6	30.1	4.7
Investments:	818.4	95.4	606.7	95.3
Corp. Stocks	346.3	40.4	297.5	46.7
Bonds	351.1	40.9	231.2	36.3
Mortgages	.1		.1	.1
Guaranteed Insurance Contact	9.8	1.1	10.4	1.6
Commingled Funds	110.4	12.9	67.5	10.6

RETIREMENT ALLOWANCES paid—June 30, 1984

	Value		*Persons*	
	Dollars	*Percent*	*Number*	*Percent*
Teachers	4,807,654	48.6	7,657	40.4
State Employees	3,677,220	37.1	7,296	38.5
Participating Local Districts	1,415,797	14.3	3,985	21.1
TOTAL	9,900,671	100.0	18,938	100.0

SURVIVOR BENEFITS paid—June 30, 1984

	Value		*Persons*	
	Dollars	*Percent*	*Number*	*Percent*
State Employees	93,604	56.8	432	55.9
Teachers	46,173	28.0	184	23.8
Participating Local Districts	24,975	15.2	157	20.3
TOTAL	164,752	100.0	773	100.0

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	785,079					785,079
Health Benefits	47,314					47,314
Retirement	124,755					124,755
Other Fringe Benefits	3,105					3,105
Computer Services—Comm.	298					298
Computer Services—State	279,906					279,906
Other Contractual Service	3,652,327					3,652,327
Rents	40,254					40,254
Commodities	138,205					138,205
Grants—Subsidies—Pensions	83,872,607					83,872,607
Equipment	36,487					36,487
Interest—Debt Retirement	21,777,964					21,777,964
Transfers to Other Funds	114,700,338	992,342		451,309		113,256,687
TOTAL EXPENDITURES	225,458,639	992,342		451,309		224,014,988

SACO RIVER CORRIDOR COMMISSION

MARGARET M. ROY, EXECUTIVE DIRECTOR

Central Office: Main Street, Cornish, Maine *Telephone:* 625-8123
Mail Address: Box 283, Cornish, Maine 04020
Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1985
Reference: Policy Area: 05; *Umbrella:* 94; *Unit:* 412; *Citation:* 38 M.R.S.A., Sect. 954
Average Count—All Positions: 2 *Legislative Count:* 0

PURPOSE: The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. "An Act to establish the Saco River Corridor" states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of flood and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of land and water within this area." The Corridor area, totalling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is, then, essentially a regionally administered regulatory agency responsible for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under the provisions of this Act and to ensure the continuing land and water quality of the Saco River Corridor.

ORGANIZATION: The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, with a staff (presently consisting of an Executive Director and a part-time secretary/bookkeeper) which provides support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

PROGRAM: In order to promote orderly growth within the Corridor, the "Saco River Corridor Act" established a permit procedure. The Commission staff provides assistance to applicants both in working out a reasonable and acceptable site plan and in completing the necessary permit application form. During this fiscal year, the Commission conducted 20 public hearings and considered 85 applications for permits or variances. The Commission also considered 13 amendments to permits or variances previously granted. Staff has also conducted 87 site investigations during the twelve month period. These figures are representative of a sizeable increase in Commission business over previous years, an increase which reflects the recent surge in development activities within the Corridor. Development proposals considered by the Commission have also reflected a diversity of uses for river front lands. In addition to an increase in applications for permits for residential construction, the Commission has also considered more permit applications for non-residential uses including a proposal for a waste to energy facility in the City of Biddeford and proposals for recreation-oriented development of Corridor lands.

This year, the Commission also adopted, after public hearing, performance standards gover-

ning the development of campgrounds within the corridor. A new schedule of fees was also adopted by the Commission after public hearing.

During the past year, the Commission underwent its first Sunset Review by the Legislative Committee on Audit and Program Review. As a result of that review process and subsequent legislation, the Commission was continued with only minor modification of the Saco River Corridor Act. The Commission was also designated a river corridor commission under the provisions of the Maine Rivers law in order to integrate the SRCC's mandate with statewide river management efforts. The reader is referred to the *Report of the Joint Standing Committee on Audit and Program Review: 1984 Agency Reviews* for the full Sunset Review report on this agency.

Of continuing concern to the Commission and its staff is its ability to administer the Saco River Corridor Act efficiently and to maintain high standards in its public service efforts. The Commission staff continues to assist local citizens and municipal officials in matters relating to state laws and regulations. Because the Commission office is located in a rural community, and because the community and its neighbors are without professional town managers and other full-time local government officials, the Commission staff is often sought by the citizens to provide direction or advice concerning environmental laws and regulations.

In summary, the Commission's first responsibility continues to be protection of the river for the people of the State of Maine through the regulatory program outlined by the statute. This program continues to be maintained in a manner in which Corridor property owners and municipal officials take a leadership position in promoting sound land use practices.

LICENSES, PERMITS, ETC.

Permits:

Building — within the statutorily defined corridor
Filling — within the statutorily defined corridor
Excavating — within the statutorily defined corridor

PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" ($.25).
2. *The Saco River Corridor: The View From the Valley* — the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. Although this document is out of print, it can be reproduced upon request at a cost of $4.00.
3. Informational pamphlet (free).

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries, Wages & Benefits	$20,321.00	$10,000.00				$10,321.00
Rent	2,880.00					2,880.00
Operating Expenses	5,255.00					5,255.00
Utilities	368.00					368.00
Contractual Services	2,880.00					2,880.00
TOTAL EXPENDITURES	$31,704.00	$10,000.00				$21,704.00

MAINE SARDINE COUNCIL

JAMES L. WARREN, EXECUTIVE DIRECTOR

Central Office: 470 North Main Street, Brewer *Telephone:* 989-2180
Mail Address: P.O. Box 337, Brewer, Maine 04412
Established: 1951 *Sunset Termination Scheduled to Start by:* June 30, 1985
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 414; *Citation:* 36 M.R.S.A., Sect. 4693
Average Count—All Positions: 7 *Legislative Count:* 0

PURPOSE: The Maine Sardine Council was established to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing, merchandising and advertising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, cooperation and joint projects with state and federal agencies and national and international trade and service organizations, plus other related activities; and to staff and maintain headquarters, purchase necessary supplies and equipment, and employ contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage high-level contractors for all but routine activities.

ORGANIZATION: In 1951, Maine sardine canners requested the Legislature to tax them at the rate of 25 cents a standard case to provide the industry, made up mostly of small firms, with much needed services that could be financed only on a cooperative basis. The Maine Sardine Council, made up of seven active canners appointed by the Commissioner of Sea and Shore Fisheries (now Commissioner of Marine Resources) to serve five-year terms, was thus established. The Council was charged with responsibility for administering the various programs and allocating tax funds in conformance with general State fiscal and contractual regulations. An office was established in Augusta, and in 1955, and the Council was expanded to include a rented Quality Control and Research Laboratory at Bangor. In 1958, the purchase of a building in Brewer to house this activity was implemented. In 1976 the Council office was consolidated with the Quality Control and Research Laboratory building at Brewer, Maine. All funds derived from the sardine tax are collected by the State Tax Assessor and earmarked for Council programs. Unexpended balances are carried over from year to year.

PROGRAM: Most of the activities of the Maine Sardine Council were pursued during FY 85 with varying degrees of emphasis as requirements and funds would permit. Since 1960, the industry has been faced with a declining supply of fish for canning, and therefore, tax income has decreased accordingly. It has been most difficult to do short-term and almost impossible to do long-term planning due to the continuous uncertainty of fish supply and income. Where the Maine Sardine Council's tax income prior to 1961 averaged from $500,000 to $600,000 a year, presently it can be projected to a maximum of approximately $300,000 barring an unexpected, but much needed and hoped for, improvement in fish supply. Major items of expense have included financing of the Quality Control and Research Laboratory at Brewer, development of programs to meet State and federal requirements for pollution control, plant safety, U.S. Food and Drug Administration's inspection regulations and related problems. Sales promotion and merchandising activities were greatly reduced. Former active market-consumer research programs have necessarily been curtailed to a mere holding action while the financing of any worthwhile advertising is not possible.

Considerable staff time was devoted to attempting to find a solution to the Sardine Industry's Wastewater Discharge Problem. The Sardine Council along with representatives from the Sardine Industry and the Department of Environmental Protection completed a two year study to achieve this end. Also staff have been developing data to respond to the Federal Food and Drug Administration request for voluntary sodium labelling on prepared foods. The Council also during the past year has spent considerable time helping solve a can seam problem which was of concern to the Industry and the Food and Drug Administration.

In order for the Sardine Council to continue to carry on its activities, the Sardine Industry

petitioned the 110th Legislature to increase the sardine tax from 25¢ to 30¢ per case. The Legislature enacted this increase and this has now become law.

Fisheries Conservation and Management Act. With the enactment of the Fisheries Conservation & Management Act (the 200 Mile Limit Bill), much of the staff time has been devoted to representing the Industry at the New England Fisheries Management Council meetings and the Herring Oversight Committee meetings. The past two years more emphasis has been placed on States Management by the Coastal New England States, inasmuch as most of the herring are caught in States waters.

Sardine Industry. During the 1984 season, the Industry saw one of the poorest catches of herring on the Maine coast in recent years. As a result the Sardine Industry packed 626,000 cases which is ⅓ lower than the last ten year average. Such fluctuations in the supply of raw material require substantial reductions in Council activities during poor years. These fluctuations continue to plague the Industry and make management of the resource extremely difficult. The State of Maine and the other New England States continue to enact regulations for the Herring Fishery off New England to properly manage this resource.

PUBLICATIONS:

Comic Book "Ricky and Debbie in Sardineland" free
"Maine Sardine Recipes" free

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SARDINE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	88,754		88,754			
Health Benefits	5,471		5,471			
Retirement	15,059		15,059			
Other Fringe Benefits	409		409			
Other Contractual Service	72,420		72,420			
Rents	1,620		1,620			
Commodities	4,671		4,671			
Grants—Subsidies—Pensions	401		401			
Equipment	650		650			
Transfers to Other Funds	9,241		9,241			
TOTAL EXPENDITURES	198,696		198,696			

MAINE SCHOOL BUILDING AUTHORITY

ROBERT EUGENE BOOSE, CHAIRMAN
LINDA L. SAWYER, Secretary-Treasurer

Central Office: Education Bldg., Augusta *Telephone:* 289-5962
Mail Address: Statehouse Sta. #23, Augusta, Maine 04333
Established: August 20, 1951 *Sunset Review Required by:* Not Established
Reference: Policy Area: 02; *Umbrella:* 99; *Unit:* 078; *Citation:* 20A M.R.S.A., Sect. 15704
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Maine School Building Authority was created in recognition of the fact that general diffusion of the advantages of education is essential to preservation of the rights and liberties of the people; and, to aid in the provision of public school buildings in the State.

The Maine School Building Authority is authorized and empowered to construct, acquire, alter or improve public school buildings and to issue revenue bonds of the authority payable from rentals and finance such buildings; and when paid for by rentals to convey them to the lessee towns or other administrative units.

ORGANIZATION: The Authority established in 1951, consists of the nine members of the State Board of Education and the Commissioner of Educational and Cultural Services. A Secretary-Treasurer is elected by the membership from the Department of Educational and Cultural Services, School Construction Division, to carry out the matters pertaining to Authority business.

The recording secretary is the Commissioner of Education's secretary.

PROGRAM: Construction on the last active project financed through the Maine School Building Authority (MSBA) was completed during FY 76. Activities of the MSBA during this fiscal year have included on-site inspections of all MSBA project school buildings for which the MSBA still holds title; billing local lessees for annual payments and insurance premiums; working with the Maine National Bank in Portland in developing improved fiscal procedures; and making provisions to transfer deeds back to local units that have retired their indebtedness.

It is anticipated that there will be no further use made of the MSBA by local units because of the recent legislation providing for more liberal local debt limits, the current method of state reimbursement for construction, and the additional costs associated with an MSBA loan (capitalized interest). In consideration of this fact, activities for the current year will parallel those of FY 85 as outlined above.

Although this is an annual report for FY 85, a review of past years' activities can give an added perspective to the reader. Since its inception in 1951 seventy-two projects have been finished in whole or in part with Authority bonds, namely:

57 elementary schools
5 additions to elementary schools
9 high schools
2 junior high schools
4 lessees have financed additions with the aid of the Authority.
26 lessees have construction additions to projects with local funds.
1 lessee converted an elementary school to a high school.

Financial Aspects During the Years

Total bonds issued for construction	$17,220,000.00
Local funds appropriated for construction	3,210,576.12
State grants for construction (8 projects)	136,500.00
State Construction Aid (Estimated)	3,899,525.41
Federal funds for construction (2 projects)	294,444.03
Accrued interest on bonds sold	230,868.23
Interest earned on all construction fund investments	728,146.82

Refunds	3,628.93
Total cost of all projects (Estimated)	23,002,908.00
Balances credited to accounts	127,535.99

From January 1, 1982 through January 1, 1983 the Maine School Building Authority is making the following financial report relative to its bonds:

Debt Outstanding at Beginning of Period	$4,782,000.00
Bonds Issued During 12 Month Period	None
Bonds Retired During 12 Month Period	$ 572,000.00
Outstanding Bonds at End of Period	$4,210,000.00

For greater detail see the Maine School Building Authority Annual Report of the Secretary-Treasurer January 1, 1985.

PUBLICATIONS:

Maine School Building Authority School Facilities Progress (1963 Publication).

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

DEPARTMENT OF THE SECRETARY OF STATE

RODNEY S. QUINN, SECRETARY OF STATE

Central Office: State Office Bldg., Augusta; *Floor:* 2 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333

Established: 1820 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250; *Citation:* 5 M.R.S.A., Sect. 81

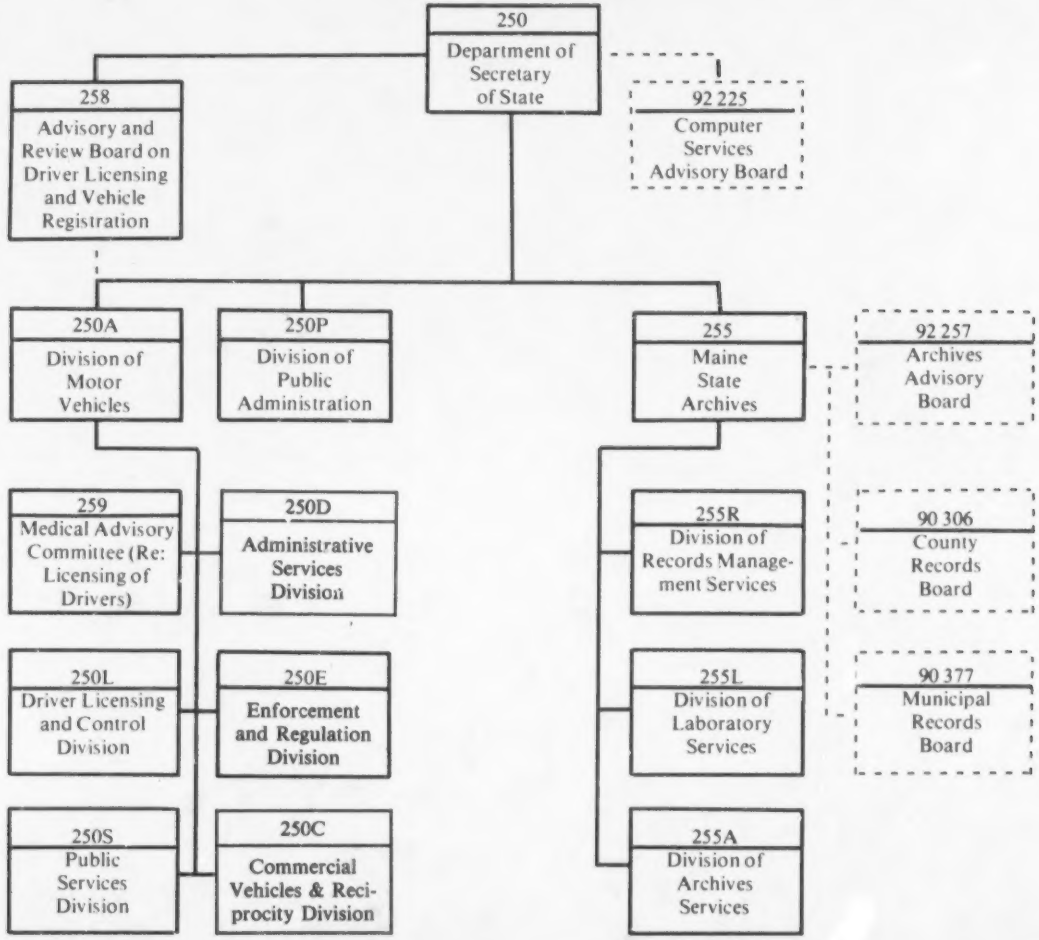
Average Count—All Positions: 333 *Legislative Count:* 371

Organizational Units:

Public Administration Division
Administration Bureau
Administrative Procedures Office
Commissions and Pardons Bureau
Corporation Bureau
Elections Bureau
Public Disclosure Bureau
UCC Bureau
Maine State Archives
Archives Advisory Board
Motor Vehicle Division
Advisory and Review Board
Medical Advisory Committee

PURPOSE: A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to keep his office at the seat of government, have the custody of the state seal and preserve all records in such office at the expense of the State; to keep and preserve the records of all the official acts and proceedings of the Governor, Senate and House of Representatives, and, when required, lay the same before either branch of the Legislature, and perform such other duties as are enjoined by the Constitution or required by law. The Secretary of State attends the Governor, Senate, and House of Representatives as they shall respectively require; appoints all notaries public and provides written notice of expiration of commissions to notaries public and justices of the peace, renews commissions for both of these offices, files notice of their qualification and notifies registers of probate and clerks of judicial courts where the officer resides of appointment and qualification; prepares commissions for appointees and certificates of election to office for presentation to the Governor under the seal of the State; causes all bills passed by the Legislature to be engrossed; distributes printed information, instructions, ballots and blanks for all election returns required by law to clerks of the several towns; files articles of incorporation; files UCC transactions and performs other receiving, filing and recording functions for which legal fees may be collected; registers

ORGANIZATIONAL CHART
DEPARTMENT OF SECRETARY OF STATE
UMB 29



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF THE SECRETARY OF STATE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	5,311,529	797,281	10,145	4,504,103		
Health Benefits	331,080	47,452	61	283,567		
Retirement	836,422	127,591	1,741	707,090		
Other Fringe Benefits	30,855	3,852	82	26,921		
Computer Services—Comm	642	642				
Computer Services—State	515,352	8,831		506,521		
Other Contractual Service	1,444,329	141,958	2,573	1,299,798		
Rents	128,965	4,619	34	124,312		
Commodities	905,208	168,157	298	736,753		
Grants—Subsidies—Pensions	19,703			19,703		
Buildings and Improvement	1,420		1,420			
Equipment	154,728	867	2,453	151,408		
Interest—Debt Retirement	6			6		
Transfers to Other Funds	273,154		1,394	271,760		
TOTAL EXPENDITURES	9,953,393	1,301,250	20,201	8,631,942		

lobbyists; files rules adopted pursuant to the Administrative Procedures Act; annually registers motor vehicles and issues licenses for operators thereof; issues certificates of title, license new and used car dealers; and generally supervises the Department's subdivisions as required by statute and recommends to the Legislature such changes as may be required to modernize and improve the functions and services rendered by the Department.

ORGANIZATION: The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections Bureau originated in 1891 when the Secretary of State became responsible for printing and distributing ballots to towns, providing returns and performing other duties relating to elections. The Motor Vehicle Division was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1919 registration of legislative counsel and employers became a function of the Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State, becoming a function of the Corporation Bureau. Also in 1963, the Department of the Secretary of State was first recognized under law, with the Secretary of State designated as its executive head. The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Division of Public Administration.

ADMINISTRATIVE SERVICES DIVISION (MOTOR VEHICLES)

JOHN H. WENTWORTH, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2761
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1943 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250D; *Citation:* 29 M.R.S.A., Sect. 51
Average Count—All Positions: 66 *Legislative Count:* 72

PURPOSE: The Administrative Services Division provides those services that are supportive to the other organizational elements of the Motor Vehicle Division. Included therein are financial support activity; payroll; personnel; data processing; central files; micro-filming; central stores and mail handling.

ORGANIZATION: The Administrative Services Division evolved from the Finance and Administrative Bureau which had the responsibility for all of the Support Activities with the exception of Data Processing. Data Processing came within the organizational framework in 1976.

PROGRAM: The primary function and activities of the Administrative Services Division of supporting service were continued during the past year and highlighted by an increase in the number of Municipal Agents and a new Division in Motor Vehicle to support.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

MAINE STATE ARCHIVES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office: L-M-A Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255; *Citation:* 5 M.R.S.A., Sect. 94

Average Count—All Positions: 18 *Legislative Count:* 18

Organizational Units:

Office of the State Archivist
Division of Archives Services
Division of Laboratory Services
Division of Records Management Services
Archives Advisory Board
Advisory Committee on Judicial Records
County Records Board
Municipal Records Board

PURPOSE: The powers and duties of the State Archivist include responsibility for establishing rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State Archives assists the three branches of State government and county and municipal government agencies in making their operations more efficient and economical through the application of modern records management techniques, including the establishment of disposition schedules under which agencies may systematically destroy records having no permanent value to the State; providing technical assistance in a variety of specialized fields such as files, forms, general paperwork procedures and office equipment management; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in high-cost office space.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized methodology and techniques designed to make such records readily accessible for use by the government and public. These in turn include the identification and arrangement of records; the development of finding aids in the form of inventories, indexes and guides to specific record groups or series; direct reference assistance to in-person users or in response to mail requests; publication by microfilm or printing of selected records having a high public demand.

The Maine State Archives provides centralized photoduplication and paper preservation services for State records. The Photoduplication Laboratory, in cooperation with the Division of Records Management Services, audits State microform and other photographic applications for feasibility and economy; and serves as a standards laboratory to ensure that all State filming of records meets standards of quality established by Maine State Archives rules. The Restoration Laboratory is responsible for decontaminating, humidifying, deacidifying, repairing and laminating records on a selective basis. Both laboratories provide professional technical assistance to local government agencies.

ORGANIZATION: The Maine State Archives was created in 1965. The agency was designated as a central staff agency by the Legislature in 1973 and its jurisdication extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive Branch. Joint Order, 107th Legislature, 1975 directed the Legislative Council to exercise like supervision over the establishment of a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of three operating Divisions: the Division of Records Management Services, the Division of Archives Services, and the Division of Laboratory Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

The Archives Advisory Board, the County Records Board and the Municipal Records Board are, together with the State Archivist, solely responsible for authorizing the destruction of government records in their respective jurisdictions.

PROGRAM: Continuing efforts were made to strengthen and improve services to meet the needs of the general public whose use of the agency's facilities has increased dramatically. The staff has conducted workshops and seminars to assist beginning researchers as well as more advanced users; and the agency has cooperated with both national and local organizations who are interested in the preservation of the State's documentary heritage.

Publications in Progress. Research was undertaken in preparation for the publication of *The Journal of Joseph Treat: A Trip on the Penobscot, Allagash and St. John Rivers, 1820.*

Professional Development Activities. The Maine State Archives actively participates in several national professional associations, including the National Micrographics Association, the Association of Records Managers and Administrators, the Society of American Archivists and the National Association of State Archives and Records Administrators.

Other Public Services. While the Maine State Archives must necessarily concentrate its program services in the field of government records preservation and management, the agency actively supports and participates in the activities of the Maine League of Historical Societies and Museums. Technical assistance was provided to several member societies of the League, and several staff members have voluntarily donated time to assist the League in the furtherance of its objectives.

LICENSES, PERMITS, ETC.

The State Archivist, with the Archives Advisory Board is solely responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2. 1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22. 1073).

PUBLICATIONS:

Informational brochures describing record holdings related to general public interest, including military history, family history, local history, public lands, Judicial and Legislative records. Free.

Reference Publications:

Documentary Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books. $1.00

Counties, Cities, Towns and Plantations of Maine — A Handbook of Incorporations, Dissolutions and Boundary Changes. $5.00

Lands and Forests: Maine and the Nation — A Select Bibliography. $1.00

Public Record Repositories in Maine. $5.25

Microfilm List — Maine Town and Census Records. $1.00

Archives of The Legislature of Maine: Legislative Index Series 1820-1825, and 1826-1830. $10.00 each

The Inaugural Addresses of the Governors of Maine, Volume I 1820-1862. (Price to be announced)

Documentary Publications:

Dubros Times: Selected Depositions of Maine Revolutionary War Veterans. $3.00.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE ARCHIVES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	341,567	341,567				
Health Benefits	18,658	18,655	3			
Retirement	53,621	53,621				
Other Fringe Benefits	1,551	1,551				
Other Contractual Service	35,331	32,945	2,386			
Commodities	20,241	19,943	298			
Buildings and Improvement	1,420		1,420			
Equipment	2,453		2,453			
Transfers to Other Funds	988		988			
TOTAL EXPENDITURES	475,830	468,282	7,548			

DIVISION OF ARCHIVES SERVICES

SYLVIA J. SHERMAN, DIRECTOR

Central Office: Cultural Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255A; *Citation:* 5 M.R.S.A., Sect. 95

PURPOSE: The Division of Archives Services is established under the authority of the State Archivist to preserve, maintain, service and make available to the government and the public the permanently valuable records of the State.

ORGANIZATION: The Division became fully operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: The long-planned conversion of informational data relating to the agency's extensive map holdings to a computerized indexing system continued in FY 1985. Researchers now have access to maps in a variety of subject or topical entries: by surveyor, by township, county or general region; by special geographical or topographical identifications; and by other specialized features that are contained in the maps. Supportive information for the second volume of the publication *Archives of the Maine Legislature: 1826-1830* was also generated by computer from finding aids that had been compiled by the staff over the past several years. Other computer-facilitated projects underway include a detailed index of the agency's most extensive photographic collections, and a master index of all Maine men who served in the Revolutionary War. In response to a 1984 Congressional Resolution, a special effort is being made to try to identify Black soldiers from Maine whose descendents are qualified to be numbered among the heirs of those who served in the American War for Independence.

Efforts continued to streamline day-to-day reference services in order that senior professionals in the Division could concentrate on the projects described above without disrupting the quality of service to the public.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

COMMERCIAL VEHICLES AND RECIPROCITY DIVISION

CAROLYN MANSON, DIVISION CHIEF
CHESTER MESERVEY, Branch Chief

Central Office: Transportation Bldg., Augusta *Telephone:* 289-5440
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250C; *Citation:* 29 M.R.S.A., Sect. 51A

Average Count—All Positions: 12 *Legislative Count:* 14

PURPOSE: The purpose of the Commercial Vehicles and Reciprocity Division is to administer the Motor Vehicle laws of this State pertaining to Commercial Vehicles including registration requirements, Fuel Use Identification Decals, the Regional Fuel Tax Agreement with the States of New Hampshire and Vermont, Commodity Permits, Short-term Gross Weight Increase Permits, Reciprocal Taxation, long-term trailers and establish and maintain reciprocity agreements between Maine and other jurisdictions.

ORGANIZATION: The Commercial Vehicles and Reciprocity Division was established in 1984 as a result of the increased responsibility and requirements relating to the operation of commercial vehicles in Maine. The Division is organized to include: registration of commercial vehicles; issuance of commodity permits, booster permits, increased gross weight permits, duplicates and replacements; Fuel Use Identification Decal program; Regional Fuel Tax Agreement with the States of Maine, New Hampshire and Vermont; Long-term trailer program; and the Reciprocal Taxation program for third structure taxes levied by thirteen states.

PROGRAM: The State of Maine entered the Regional Fuel Tax Agreement along with the States of New Hampshire and Vermont. Maine and Vermont implemented the Agreement commencing with the 1985 issue year. New Hampshire will implement for 1986. Maine has 556 companies as members of the Agreement with approximately 19,000 Vermont decals issued under the terms of the Regional Fuel Tax Agreement.

The Reciprocal Taxation program was further implemented in 1985 with Maine levying reciprocal taxes for those commercial vehicles traveling in Maine from the thirteen states with third structure taxes.

A feasibility study assessing the impact of Maine joining the International Registration Plan was completed in June, 1985. The International Registration Plan is a registration reciprocity agreement for commercial vehicles and has been implemented in thirty-three jurisdictions throughout the United States and Canada. Membership in the IRP is recommended for Maine and implementing legislation will be submitted in January, 1986.

The Commercial Vehicle Division continues to issue Commodity Permits, and Special Gross Weight Increase Permits. The Legislature authorized the issuance of a Special Commercial Weight Registration Certificate for vehicles with over-limit permits.

LICENSES, PERMITS, ETC.

Fuel Use Identification Decals
Regional Fuel Tax Agreement Decals (Maine, New Hampshire & Vermont)
Long-term Trailer Registrations
Commodity Permits
Short-term Gross Weight Increase Permits
Special Increase Gross Weight Permits
Special Commercial Weight Registration Certificates

FINANCES, FISCAL YEAR 1985: The expenditures of this unit, are, by administrative decision, included with those of the Division of Motor Vehicles.

DRIVER LICENSING AND CONTROL DIVISION

GEORGE STORER, DIVISION CHIEF
SHIRLEY HARVEY, BRANCH CHIEF
DAVID SCHULZ, CHIEF HEARING EXAMINER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2398
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1920 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250L; *Citation:* 29 M.R.S.A., Sect. 530
Average Count—All Positions: 54 *Legislative Count:* 59

PURPOSE: The Division of Driver Licensing and Control was established with an ultimate objective of assuring the safety of the licensee and other users of the highways through improved attitudes and driving performance. This objective is accomplished through effective administration of the laws pertaining to the operation of motor vehicles; through records of convictions or adjudications as transmitted from the courts; through traffic accident records; by identifying those drivers who are habitually reckless or negligent and habitual or frequent violators of traffic laws and/or accident involvement. Adminstrative hearings are conducted on violations of the motor vehicle laws to determine if the individual's privilege to operate and/or register motor vehicles should be suspended, revoked, withheld or reinstated and whether an individual involved in traffic accidents should be responsible under the Financial Responsibility Law and be required to carry liability insurance.

ORGANIZATION: The Division of Driver License and Control was established as a result of reorganization within the Division of Motor Vehicles. It originated as the Court Records Section in the early 1920's, and remained such until 1970 when it was formed into a Bureau of Driver Improvement and Financial Responsibility. In 1976 the Bureau of Driver Examination was merged with Driver Improvement and Financial Responsibility, creating the Bureau of Driver Licensing and Control. In 1978 the Bureau of Driver Licensing and Control was formed into a Division.

PROGRAM: The primary functions and activities of the Driver Licensing and Control Division, were processing abstracts of convictions or adjudications of violations of the Motor Vehicle Laws as transmitted from the District or Superior Courts, applying those convictions or adjudications to driver history records; case review of individual driver records for appropriate administrative action against repeat violators under the point system or suspending the license or registration as mandated by law; reviewing individual reports of traffic accidents and invoking the provisions of the Financial Responsibility Law against uninsured motorists involved; suspension of licenses based on administrative determination that a person operated a motor vehicle with an excessive blood-alcohol level or was under the legal drinking age and was operating a motor vehicle with a blood-alcohol level of .02% or more; conducting administrative hearings as requested by the individual to whom license suspension action was taken either by reason of convictions or uninsured accidents. Hearings were also conducted for those persons suspended under the Implied Consent Law for refusal to submit to a chemical test after arrest for operating under the influence of intoxicating liquor and for those suspended administratively under the drunk driving or teenage drinking and driving laws.

PUBLICATIONS:

Rules & Regulations: No Fee
The Maine Point System
Rules for Hearings

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

ENFORCEMENT AND REGULATION DIVISION

WILLIAM DOWLING, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3585
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250E; *Citation:* 5 M.R.S.A., Sect. 81
Average Count—All Positions: 94 *Legislative Count:* 102

PURPOSE: The Enforcement and Regulation Division is established to provide services in the areas of Title and Anti-Theft, Auto Theft, Dealer Licensing, Salvage Yard Licensing, Driver Licensing and the enforcement of dealer, title and license fraud violations on a state-wide basis. Such operations include making possible only the safest drivers to be licensed, issue titles to vehicles upon proper ownership requirements and to perform investigations and enforce law in areas responsible to the Secretary of State.

ORGANIZATION: The Enforcement and Regulations Division was established by the reorganization of Examinations and Enforcement in FY 1983. This regorganization was required because of the additional functions of Title and Anti-Theft and Salvage Yard licensing requirements. The entire Division function is related to regulation and enforcement of several areas under the jurisdiction of the Secretary of State established by law.

The Enforcement and Regulation Division has five major functions. These functions include Driver Licensing, Dealer Licensing, Title and Anti-Theft, Salvage Yard Licensing and Enforcement and Investigations. During the FY 82 Title and Anti-Theft, Salvage Yard Licensing and Enforcement and Investigations. During the FY 82 Title and Anti-Theft was added to this Division because of the close relationship between dealer licensing and the titling of motor vehicles. This allows the Secretary of State to have better control over the aspects of dealer licensing and title and anti-theft. These five functions made up both a substantial administration as well as a moderate number of field personnel.

PROGRAM: The Division of Enforcement and Regulation is now testing at twenty-five locations within the state for Class 3 and motorcycle operator's licenses. Ten of these locations are Branch offices that are maintained by the Division of Motor Vehicles. The remaining fifteen facilities are located within town offices or town designated locations. These facilities are provided without cost to the state. In addition to these locations, the Division has six mobile units to test at twenty-six additional locations for Class 1, Class 2 and school bus operator's licenses. Both knowledge and skill tests are administered to determine if the applicant is capable of operating larger vehicles. These exams are conducted at various locations throughout the state, provided by the Department of Transportation and various state armories, at no charge to the division.

The Division has a completely automated scheduling process for examinations. By use of the Motor Vehicle computer system, this provides better and faster services to the public, and allows the administrative staff to perform more accurately and efficiently. In the area of dealer licensing, many changes have taken place, both administratively and legislatively. Dealer information is automatically updated on our computer system which allows ready access to enforcement people and administrative personnel. Motor Vehicle inspectors in 1978 were given limited enforcement powers to ensure the dealer and titling laws are being complied with. Since that time their enforcement authority has broadened to include enforcement powers in most areas responsible to the Secretary.

LICENSES, PERMITS, ETC.:

Licenses:

- Driver licenses — Class (1) (2) (3)
- New and used car dealer
- Equipment dealer
- Motorcycle dealer

Boat or snowmobile trailer dealer
Loaner
Transporter
Bus operation
Permits:
Instruction — Class (1) (2) (3) and motorcycle
Permit for dealer to operate loaded vehicles
Vehicle titles.

PUBLICATIONS:
Driver Examination Manual — no fee
Motor Vehicle Laws Title (29) — no fee
Rules and Regulations — no fee
Title Manual
Title Information Pamphlet (Title and Anti-Theft Section)

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF LABORATORY SERVICES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office: Cultural Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255L; *Citation:* 5 M.R.S.A., Sect. 93

PURPOSE: The Division of Laboratory Services is established under the authority of the State Archivist to provide centralized photoduplication services and furnish copies of archival material (Photoduplication Laboratory); and provide records preservation and restoration services to ensure the physical protection and survival of the permanently valuable records of the State (Restoration Laboratory).

ORGANIZATION: The Photoduplication Laboratory became operational when construction of the Maine State Archives facility was completed in 1971; the Restoration Laboratory began operations in 1972 upon installation of fundamental equipment.

PROGRAM: The Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate.

The Photoduplication Laboratory tested and accepted for storage security microfilm from county and municipal government units, and performed a variety of tests, feasibility studies and other technical assistance for other government agencies. The Photoduplication Laboratory continued a weekly series of workshops focusing on the history of photography. Available to the general public as well as to small historical societies and institutions having limited technological facilities, these workshops emphasized the care of photographic materials and encouraged local and community awareness of Maine's photographic heritage. Participants learned to distinguish between the various examples of early photographic methods that they might find in their collections; and were introduced to some of the basic principles of archival preservation of photographic resources.

The Restoration Laboratory continued a priority restoration project on some 5,000 unique maps and plans of the Maine Land Office, which is expected to be the major effort of the laboratory in the immediate future, in addition to supportive technical assistance as requried by the other operating divisions.

The Restoration Laboratory conducted workshops in document restoration and repair for county and municipal offices and non-profit organizations around the State. Those working for Maine Municipal Association accreditation as Municipal Clerks receive accreditation points for completion of these workshops.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

MEDICAL ADVISORY BOARD (RE: LICENSING OF DRIVERS)

DR. JOZEFOWICZ, CHAIRMAN

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2879
Mail Address: Statehouse Sta. #29, Auguta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 259; *Citation:* 29 M.R.S.A., Sect. 547

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Medical Advisory Board was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the Board. The Board formulates its advice from records and reports or may cause an examination and confidential report to be made by one or more members of the Committee or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the committee by a physician of his choice, which must be given due consideration by the Committee.

ORGANIZATION: The Medical Advisory Board was authorized in 1971 to consist of five members appointed by the Secretary of State.

PROGRAM: Major accomplishments during the past fiscal year include:

(1) Five all-day meetings of the Medical Advisory Board to develop new medical standards for driver licensure. Final results are to be printed and distributed to all Maine physicians.
(2) Passage/Promotion of LD 596. An Amendment to Title 29, MRSA, Section 547, which provided nonliability for physicians and other persons who report to the Secretary of State physical and mental impairments of licensees who present a threat to driving safety.
(3) Increased Board membership to nine members representing a specialist in nine medical areas.
(4) Planning medical peer group training at Maine Medical Association county society meetings.

PUBLICATIONS:

Rules and Regulations: No Fee
Physical, Emotional and Mental Competence to Operate a Motor Vehicle.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

DIVISION OF MOTOR VEHICLES

LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

Central Office: Transportation Bldg., Augusta; *Floor:* 1 *Telephone:* 289-2761
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1905 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250A; *Citation:* 29 M.R.S.A., Sect. 51A
Average Count—All Positions: 296 *Legislative Count:* 319

PURPOSE: The Division of Motor Vehicles was established to provide for the public safety and better regulation of traffic through effective administration of the laws of the State of Maine relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Division provides the general public with an avenue, through a main office and ten branches throughout the State, where motor vehicle registration and operator licenses may be obtained; makes determinations to insure that applicants applying for operator licenses have the abilities, knowledge and necessary skills for safe vehicle operation; investigates and licenses motor vehicle and trailer dealers; conducts hearings on violations of Motor Vehicle Laws to determine if the individual's privilege to operate or register a vehicle within the State of Maine should be suspended, withheld or revoked or whether his privilege should be reinstated and whether the individual should be held responsible under the Financial Responsibility Law and be required to carry liability insurance for a period of three years. The Division provides a method of titling 1975 model year and newer vehicles, and collects Sales Tax due when a vehicle purchased from other than a dealer is registered.

ORGANIZATION: The Division of Motor Vehicles was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Division had grown to the extent that it became headed by a Chief Clerk and had a Registration and Licensing Section and a Court Records Section. In 1935, the requirement for semi-annual inspection of motor vehicles became a responsibility of the Division, and in 1939, an Examination Section was added to administer the required rule on new licenses. In 1942, the Division was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Division was reorganized into four Bureaus; namely, Public Services; Finance and Administration; Data Processing and the Bureau of Driver Licenses. Several minor structural changes were made between 1970 and 1976 when the Division was reorganized into the Exectutive Section and three Bureaus. Subsequently duties and responsibilities were added and the Division evolved into its present structure, the Executive Section and five Divisions: Administrative Services, Driver Licensing and Control, Enforcement and Regulation and Commercial Vehicles and Reciprocity.

In FY 82 two new areas of responsibilty were added to the Public Service Division...Fuel Identification Decal Branch and Photographic License/Identification Card Programs, and in June 1982 the Title and Anti-Theft Branch was moved from Public Services to the Division of Examination and Enforcement.

In FY 84 the Division of Examination and Enforcement was reorganized and named the Enforcement and Regulation Division. Also in FY 84 a new division was organized and named the Commercial Vehicles and Reciprocity Division.

PROGRAM: The Division is continuing to provide Licensing, Registration and Title services to the public through 10 Branch Offices, 25 Examination Stations, 6 Mobile Examination Stations, 2 Mobile Photo-License Units, the Main Office and 378 Municipal Agents.

LICENSES, PERMITS, ETC.

License:
- Motor Vehicle Operator
- New and Used Car Dealer

Equipment Dealer
Motorcycle Dealer
Boat or Snowmobile Trailer
Loaner
Transporter
Titles issued for 1975 and newer vehicles which are registered
Salvage Yard
Bus Operator

Registration:
Passenger Car
Truck
Motorcycle
Moped
Trailer
Tractor
Antique Motor Cars
Semi-trailers

Permit:
Instruction (operator)
Instruction (motorcycle)
Trip permit (fuel use)
Transit (registration allowing one way trip of unregistered vehicle)
To Cross Highway (golf carts, lawnmowers, etc.)
Short term gross weight increase
To Operate School Bus

PUBLICATIONS:
Driver License Examination Manual (no fee)
Motor Vehicle Laws (no fee)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	4,504,103			4,504,103		
Health Benefits	283,567			283,567		
Retirement	707,090			707,090		
Other Fringe Benefits	26,921			26,921		
Computer Services—State	506,521			506,521		
Other Contractual Service	1,299,798			1,299,798		
Rents	124,312			124,312		
Commodities	736,753			736,753		
Grants—Subsidies—Pensions	19,703			19,703		
Equipment	151,408			151,408		
Interest—Debt Retirement	6			6		
Transfers to Other Funds	271,760			271,760		
TOTAL EXPENDITURES	8,631,942			8,631,942		

DIVISION OF PUBLIC ADMINISTRATION

JAMES S. HENDERSON, DEPUTY SECRETARY OF STATE

Central Office: State Office Bldg., Augusta; *Room:* 221 *Telephone:* 289-3501
Mail Address: Statehouse Sta. #101, Augusta, Maine 04333 289-3676

Established: 1979 *Sunset Review Required by:* June 30, 1981

Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250P; *Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 26 *Legislative Count:* 26

PURPOSE: The Division of Public Administration was established to designate that portion of the Department of State responsible for a variety of central filing activities. The Division has a significant contact with the public in a variety of areas including the following: conduct of state elections; corporation filings; Uniform Commercial Code filings; oversight of the Administrative Procedures Act (adoption of administrative rules, regulations, guidelines); recording of appointments to state offices, boards and commissions; secretariat to the Governor's Clemency Board; disclosure of information by lobbyist and political candidates and committees; engrossing of bills for the Maine Legislature.

ORGANIZATION: The Division supervises a wide variety of activities through seven bureaus. The Deputy Secretary of State is the Administrative head of the Division and the supervisors of the various bureaus report directly to the Deputy. The Administrative Clerk, who heads the Bureau of Administration, is responsible for general financial, personnel, and administrative services for the whole Division. Each Bureau supervisor is responsible for the functioning of his or her area and for the selection, supervision, rating and discipline of personnel.

PROGRAM: The Division is currently undertaking an intensive effort to moderize its information storage and retrieval capability through the use of computer systems and modern management techniques. The following is a review of each Bureau and its major functions.

Bureau of Administration: This Bureau is basically responsible for financial and personnel matters. It accounts for the fees paid for filing documents with other bureaus.

Administrative Procedures Office: This bureau-level office is the depository for all state agency administrative rules. It has the responsibility to assure that such rules are adopted in compliance with requirements for public notice and hearing.

Commissions and Pardons Bureau: All commissions (such as notaries, board or committee memberships, etc.) are recorded officially. A computerized listing system produces currently updated reports by name, office, date of term expiration, organizational unit number, and other criteria. In addition, documents relating to pardons are filed here.

Bureau of Corporations: This Bureau is basically a repository for all records required by statute relating to domestic and foreign corporations—both profit and non-profit. The new Non-Profit Corporation Act, which requires biennial reporting, has significantly increased its workload. The Bureau is divided into a Recording Section, which reviews all documents for completeness prior to filing, and a Reports Section, which receives all periodic reports and provides information to the public concerning the status of all corporations.

Bureau of Elections: This Bureau supervises the administration of all State elections and the application of the provisions of the State's Election Laws. With the comparatively recent trend to liberalize voter participation in elections and to examine more closely the election campaign practices and expenditures, it is the prime objective of the Bureau to formulate the best possible procedures to insure honest, efficient and fair elections in which there will be maximum citizen participation.

Significant activities of the Election Bureau during the past fiscal year included the scheduling of an Election School Seminar Program to assist, advise and instruct local election officials, registrars, and Boards of Registration of each community in their statutory duties and responsibilities; continuance of a close working relationship with the Joint Legislative Committee on Legal Affairs.

Bureau of Public Disclosure: Recent trends toward public disclosure have produced several

reporting functions which are consolidated in this Bureau. The Lobbyist Disclosure Law requires monthly reports of income and expenses. Political campaign reporting is under the direction of the Commission on Governmental Ethics and Election Practices. The Commission shares a staff member with the Bureau, thus allowing all disclosure reports to be processed through this agency.

UCC Bureau: The Uniform Commercial Code generates hundreds of filing and other transactions per day. Filings preserve security interests in personal property taken as collateral for loans.

LICENSES, PERMITS, ETC.:

Regulations:
- Regulation of Trading Stamp Companies

Commissions:
- Notary Public

Filings:
- Administrative Rules and Regulations
- Domestic Profit & Nonprofit Corporations
- Foreign Profit & Nonprofit Corporations
- Miscellaneous Filings by State Agencies
- Trade Marks & Servicemarks
- Uniform Commercial Code
- Uniform Limited Partnership
- Lobbyist Registrations

PUBLICATIONS:

- Business Corporations, Laws Relating to
- Corporations Without Capital Stock, Laws Relating To
- Election, Laws Pertaining To
- Election Officials Guidebook
- Running for Office in Maine
- Trade Mark & Servicemark Laws
- Registered Lobbyists

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PUBLIC ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	465,859	455,714	10,145			
Health Benefits	28,855	28,797	58			
Retirement	75,711	73,970	1,741			
Other Fringe Benefits	2,383	2,301	82			
Computer Services—Comm.	642	642				
Computer Services—State	8,831	8,831				
Other Contractual Service	109,200	109,013	187			
Rents	4,653	4,619	34			
Commodities	148,214	148,214				
Equipment	867	867				
Transfers to Other Funds	406		406			
TOTAL EXPENDITURES	845,621	832,968	12,653			

PUBLIC SERVICES DIVISION

JENNIE BREED, DIVISION CHIEF

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3656
Mail Address: Statehouse Sta. #29, Augusta, Maine 04333
Established: 1970 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 250S; *Citation:* 29 M.R.S.A., Sect. 51A
Average Count—All Positions: 70 *Legislative Count:* 72

PURPOSE: The purpose of the Public Services Division is to administer those Motor Vehicle Laws of this state pertaining to the registration of all types and classes of motor vehicle and operator license renewals.

ORGANIZATION: Public Services was established as one of four Bureaus of the Motor Vehicle Division in 1970 and reorganized in 1978 into a Division. The Public Services Division is presently organized to include: License Services for issuance of operators licenses including the photo-license program that went into effect July 1982; Municipal Registration—authorized in 1976 which now includes 383 municipalities; registration of all classes and types of vehicles; administration of 10 Branch offices throughout the State; Issuance thru the Branch Offices of the Fuel Use Identification Decals for implementation of fuel use tax requirements. The Title and Anti-Theft Branch was moved to the Division of Examination and Enforcement in June 1982. Reciprocity, Third Structure Taxes and Commercial Vehicles responsibility was organized as a new Division in 1984.

PROGRAM: The Municipal Registration Program has continued to expand with a total of 390 municipalities participating. Of these, 149 have completed training and are qualified to issue new registrations with the remaining 241 processing re-registrations.

The primary function and activities of the Public Services Division of supporting services were continued during the past year and highlighted by an increase in the number of municipal agents that perform the new registration service. We now have a total of 390 in the program; 241 re-registration agents and 149 new registration agents.

LICENSES, PERMITS, ETC.

Motor Vehicle Operator Licenses
Vehicle Registrations
Transit permits for one trip only
Short-term registered weight increases
Highway crossing permits (golf carts, etc.)
Fuel Use Identification Decals
Commodity Permits
Special Increased Gross Weight Permits

PUBLICATIONS:

Motor Vehicle Laws (no fee)
Brochure covering Registration & License Requirements (no fee)

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Division of Motor Vehicles.

DIVISION OF RECORDS MANAGEMENT SERVICES

ALICE I. FLEURY, DIRECTOR

Central Office: Cultural Bldg., Augusta *Telephone:* 289-5790
Mail Address: Statehouse Sta. #84, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1981
Reference: Policy Area: 00; *Umbrella:* 29; *Unit:* 255R; *Citation:* 5 M.R.S.A., Sect. 95

PURPOSE: The Division of Records Management Services is established under the authority of the State Archivist to assist other State agencies in the effective management of their current and semi-current records by means of retention-disposition schedules and by technical assistance to improve procedures for maintaining, storing and servicing records.

ORGANIZATION: The Division became operational when construction of the Maine State Archives facility was completed in 1971.

PROGRAM: Priority emphasis has continued to be placed on the development of retention-disposition schedules for current records generated by all agencies of State Government, including a review of prior-approved schedules. These schedules provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the establishment of general retention-disposition schedules that will apply to large classes of facilitative records common to all agencies in State government.

The Records Management Services Division has been under new management since September, 1984. Since that time, Department Heads have appointed a network of 37 Departmental Records Officers and 97 Assistant Records Officers. Training workshops for these Records Officers will be held during the 1985-86 fiscal year. Included in the agenda will be presentations by members of the Archives Services Division and the Maine State Archives Photoduplication Laboratory, as well as staff of the Records Management Services Division in order to present a comprehensive understanding of the types of services offered by the Maine State Archives.

Operations of the Division have been improved through the establishment of proper finding aids. A number of forms have been revised to allow for more efficient processing of records transfers from other State agencies.

A complete inventory of Records Center holdings was accomplished during the past year with the result that over 95% of the holdings in storage are on disposition-retention schedules; the remainder are problems which are being solved as time permits.

During March, 1985, a Records Center Annex became available for use to store State government semi-current records. The Division is now in the process of accumulating figures for agency records holdings State-wide in order to more accurately determine future records storage requirements.

A Judicial Records Series Inventory has been analyzed and compiled preparatory to the establishment of General Records Schedules by the Supreme Judicial Court for the Judicial Branch of State Government.

Divisional staff have continued a program to review and conduct feasibility studies for other agencies related to the procurement of records storage and retrieval equipment and for microform applications. The staff has also provided extensive technical assistance to other State agencies through specialized records management studies and projects.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Maine State Archives.

STERILIZATION PROCEDURES REVIEW COMMITTEE

Central Office: Chief Advocate, MH & MR *Telephone:* 289-3161
Mail Address: Statehouse Sta. #40, Augusta, Maine 04333
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 427; *Citation:* 34-B M.R.S.A., Sect. 7017

PURPOSE: The Committee was established during fiscal year 1984 to review annually the authorization of sterilizations under 34B Chapter 7 for the purpose of assessing the need for any changes in the procedures or standards set forth in this chapter.

ORGANIZATION: The Committee, once formally established, will consist of not less than six members who represent the Maine Court System, Medical Community, the Departments of Human Services and Mental Health and Mental Retardation, and the Legislative Committees on Health and Institutional Services and Judiciary.

PROGRAM: The establishment of the Committee was underway during FY 85 but was not at the point of having full membership.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit, when it begins operation, will be included with those of the Department of Mental Health and Mental Retardation.

DEPARTMENT OF TRANSPORTATION

DANA F. CONNORS, COMMISSIONER

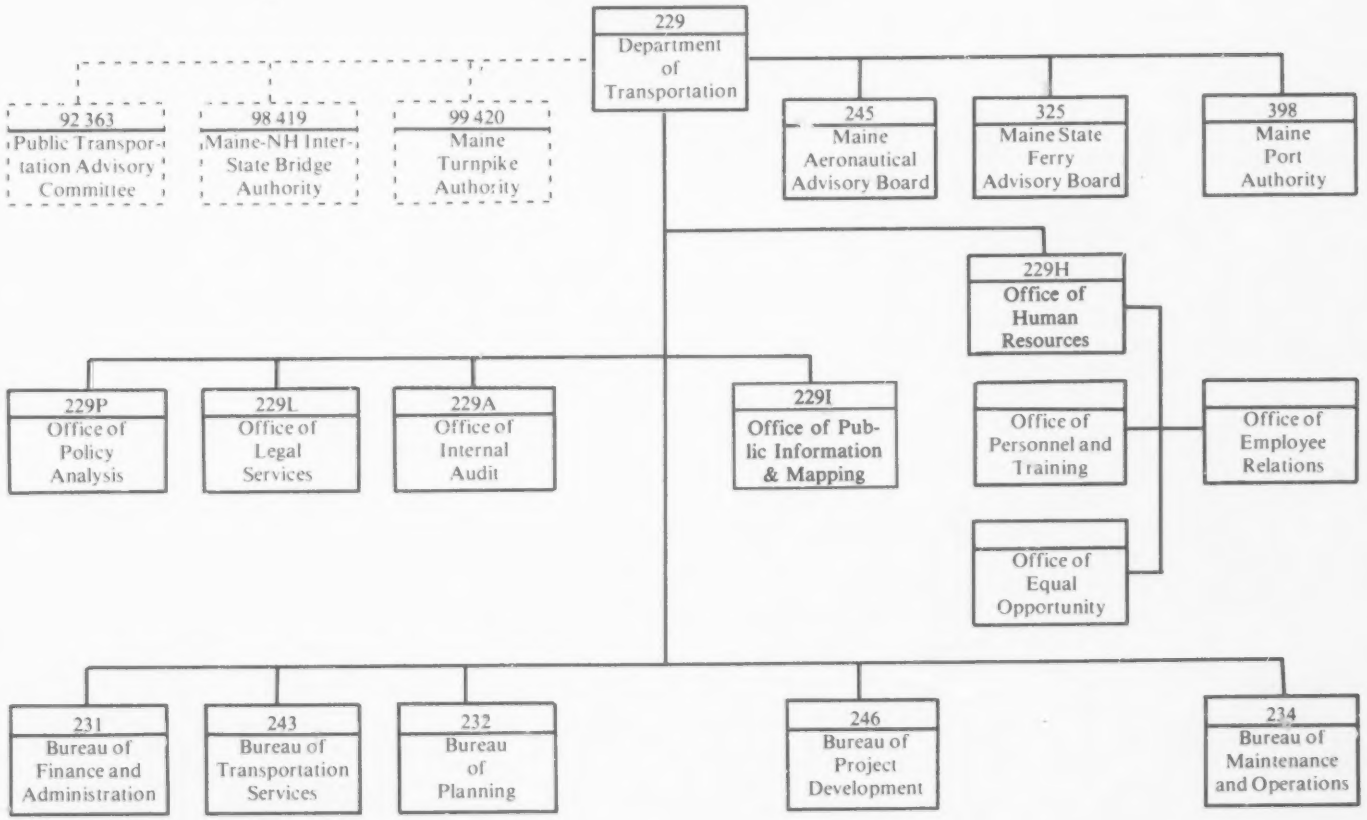
Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229; *Citation:* 23 M.R.S.A., Sect. 4205
Average Count—All Positions: 2,411 *Legislative Count:* 2,411
Organizational Units:

- Bureau of Finance and Administration
- Bureau of Transportation Services
- Bureau of Planning
- Bureau of Project Development
- Bureau of Maintenance & Operations
- Office of Human Resources
- Office of Public Information and Mapping
- Office of Policy Analysis
- Office of Legal Services
- Office of Internal Audit
- Maine State Ferry Advisory Board
- Maine Port Authority
- Maine Aeronautical Advisory Board

PURPOSE: The Department of Transportation was established to plan and develop adequate, safe and efficient transportation facilities and services which will contribute to the economic growth of the State of Maine and the well-being of its people.

Through the authority vested in the Commissioner of Transportation, the primary responsibilities of the Department are to develop comprehensive, balanced plans and policies to meet present and future needs for adequate, safe and efficient transportation facilities in the State of Maine. The Department also assists in the development, operation and maintenance of services and facilities and stimulates active support for and develops, administers and promotes transportation safety actions throughout the State. The Department assists in the planning, construction, operation and maintenance of an internal highway system which will consider scenic value, safety aspects, economic implications and compatibility with national, regional and local

ORGANIZATIONAL CHART
DEPARTMENT OF TRANSPORTATION
UMB 17



Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
DEPARTMENT OF TRANSPORTATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	43,774,151	162,136		32,009,113	9,221,757	2,381,145
Health Benefits	2,864,059	5,592		2,107,133	424,889	326,445
Retirement	7,208,851	26,803		5,136,540	1,223,207	822,301
Other Fringe Benefits	286,795	931		249,837		36,027
Other Contractual Service	27,673,426	91,268	59,843	5,106,284	2,269,210	20,146,821
Rents	18,131,632	692		17,392,365	469,404	269,171
Commodities	12,159,998	2,040	1,449	10,846,967	427,532	882,010
Grants—Subsidies—Pensions	16,716,634	519,945	49,668	13,809,049	1,678,8088	659,164
Purchases of Land	1,371,505			444,081	927,310	114
Buildings and Improvement	305,356			18,024	223,432	63,900
Equipment	71,285,907	17,454	24,595	20,181,692	51,032,035	30,131
Interest—Debt Retirement	14,931,196			14,910,871		20,325
Transfers to Other Funds	3,864,801	1,472,163		2,132,701	756	259,181
TOTAL EXPENDITURES	220,574,311	2,299,024	135,555	124,344,657	67,898,340	25,896,735

programs, and which is designed to meet present and future needs of the State of Maine. Also, the Department acquires, constructs, operates and maintains harbor facilities as required to support and implement the planned development of coastal resources, ports and harbors, and operates and maintains safe, adequate and efficient port and water transportation facilities essential to the well-being of Maine citizens and the economic growth of the State. Other responsibilities of the Department are to adminster laws relating to aeronautics, advance interest in aeronautics and plan, develop, assist and advise in the development of aviation resources within the State. Furthermore the Department accepts, receives and administers for the State, all federal or other moneys intended for transportation or which would further or advance the intent or purposes for which the Department was established.

ORGANIZATION: The Department of Transportation originated in 1905 with the establishment of a Commissioner of Highways, appointed by the Governor, to compile statistics, disseminate knowledge, investigate the securing of better highways and advise county and town officers concerning the best and most economical means of building and maintaining highways and sidewalks. In 1907, the Commissioner became supervisor of a new State Highway Department, created to apportion money to political subdivisions, plan road improvements and let contracts for road construction. In 1913, both the Department and the office of Commissioner of Highways were abolished with the establishment of the State Highway Commission, consisting of three members appointed by the Governor.

With the major expansion of the State's highway system and increasing State responsibility for highway construction, maintenance and allied activities, the Commission grew to encompass a large central office in Augusta and seven divisional offices located throughout the State. In State Government reorganization legislation of 1972, the Commission was abolished, and all of its units, functions and activities were incorporated into a new Department of Transportation. The legislation also consolidated within the Department other independent, transportation-oriented agencies of the State, including the Department of Aeronautics and the Maine Port Authority. The Department established a Maine State Ferry Advisory Board in 1975 and in June, 1976, the Department moved to a new transportation building on Child Street. This move consolidated all the various bureaus and divisions into one location. In 1979 the Legislature created the Bureau of Public Transportation and in December, 1980, the Bureau of Safety, the Vehicle Safety Commission and the Maine Highway Safety Committee were transferred to the Department of Public Safety. In February, 1981, the Legislature authorized the Commissioner to organize the Department into such bureaus, divisions and other units as he deems necessary to fulfill the duties of the Department, provided at all times there shall be the Bureaus of: Finance and Administration; Transportation Services; Planning; Project Development; and Maintenance and Operations. The Department's organization chart reflects these Bureaus and other units administratively established by the commissioner.

PROGRAM: The program of the Department is accomplished through its statutorily and administratively created units and the various activities of these units are individually reported in subsequent entries.

LICENSES, PERMITS, ETC.: Listed under the separate units of the Department.

PUBLICATIONS: Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 1985: The expenditures of the Chief Administrative Unit are, by administrative decision, included with those of the Bureau of Finance and Administration.

BUREAU OF FINANCE AND ADMINISTRATION

EARL D. STEVENS, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2641
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 231; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 60 *Legislative Count:* 60

Organizational Units:

Financial Management Division
Systems & Support Services Division
Financial Analysis Division
Computer Services Division
Contract Audit Section

PURPOSE: The Bureau of Finance and Administration is established to provide administrative and financial management support and services necessary to the successful accomplishment of the goals and responsibilities of the Department of Transportation. The Bureau is authorized to provide administrative and financial management support and services relative to all activities of the Department of Transportation, including technical assistance and support to enable maximum utilization of available computer services in both engineering and data processing fields; accounting, contract auditing and budgetary functions; operation of a central supply and reproduction unit; purchasing services, and photographic services.

ORGANIZATION: The Bureau of Finance and Administration originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In the State Government reorganization of 1972, the Commission was abolished and the functions of the Division were transferred to the new Department and assigned to the Department's Bureau of Administrative Services. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in February, 1981, to Finance and Administration and has been reorganized to include the Divisions of Financial Management, Systems and Support Services, Computer Services, Financial Analysis, and Contract Audit.

PROGRAM: The Bureau, in an effort to improve fiscal management, continued a review and comparison of actual revenues with estimated projections and developed revised expenditure limits for the various programs. This included a comprehensive review of all requirements for travel, purchasing supplies and equipment and filling personnel vacancies.

The cash flow of Federal funds received from the Federal Highway Administration continues to increase by utilizing a weekly billing system. This provides additional income through increased interest revenue.

The Project Management Information System (PROMIS), developed jointly by MDOT and a consultant in FY 1983, is being utilized and the Capital Equipment Programming and Financial Management portions of the System are fully functional and is the primary source of data for the financial management of all Federal/State projects within the Department.

The Computer Services Group has continued to provide support in refining the PROMIS system for managing project funding and billings. Initial plans were made and funds budgeted for extension of data processing support to Division offices. This will involve installation of equipment in the Divisions and communications lines between the Division offices and Central Computer Services of Augusta. A major accomplishment this year has been the creation and staffing of an Information Resource and Training Center. The IRTC was given responsibility for managing the acquisition, installation and use of word processing equipment and personal computers. It was also assigned the task of training users in the proper and effective use of such equipment.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF FINANCE AND ADMINISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	3,767,938			3,197,300	570,638	
Health Benefits	201,567			168,232	33,335	
Retirement	595,507			508,642	86,865	
Other Fringe Benefits	17,098			17,098		
Other Contractual Service	232,284			182,600	82,398	
Rents	1,038,524			1,014,644	23,880	
Commodities	364,302			328,169	36,133	
Grants—Subsidies—Pensions	281,322			68		
Purchases of Land	68			68		
Equipment	54,725			41,237	13,488	
Transfers to Other Funds	1,397,506			1,397,506		
TOTAL EXPENDITURES	7,950,841			6,710,787	1,240,054	

MAINE AERONAUTICAL ADVISORY BOARD

ROBERT B. DAVIS, CHAIRMAN
BARRY L. VALENTINE, Director, Aeronautics Division

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3185
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: March 27, 1978 *Sunset Review Required by:* June 30, 1991
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 245; *Citation:* 6 M.R.S.A., Sect. 302
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The board was established to advise the department on matters relating to aeronautics and to submit to the commissioner an annual report which includes recommendations for change to the aeronautical laws and comments upon the present and future needs of that service. Written reports and comments will be available to the public.

ORGANIZATION: The Maine Aeronautical Advisory Board, was created as a board within the Department of Transportation comprised of 5 members; one person from the Maine Airport Association; one person from the Maine Pilot's Association; and 3 persons appointed by the Commissioner of Transportation, one of whom shall not represent an interest in aviation. The members representing the aviation organizations are appointed by their respective board of directors and all members serve a term of office of 2 years. Vacancies in membership are filled in the same manner as the original appointment. The director of the Aeronautics Division is an ex officio member of the board and serves as its secretary.

The board annually elects a chairman from among its members, and the chairman serves a term of one year. The board meets at the call of the chairman, or at the call of at least 3 members of the board, and there are at least 3 meetings held a year. Members serve without compensation or expenses.

PROGRAM: The Maine Aeronautical Advisory Board continues to be concerned with bringing the benefits and advantages of aviation to the attention of the general public and with improving the State's role in State-wide aviation matters.

The Board looks forward to the next fiscal year with enthusiasm for an even greater involvement in the matters which effect aviation in the state.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

MAINE STATE FERRY ADVISORY BOARD

GEORGE MARQUIS, CHAIRMAN, TOWN MANAGER, ISLESBORO
ROBERT E. ELDER, DIRECTOR, DIV. PORTS & MARINE TRANSPORTATION

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1975
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 325; *Citation:* 23 M.R.S.A., Sect. 4301
Average Count—All Positions: 12 *Legislative Count:* 0

PURPOSE: The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

ORGANIZATION: The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry Ssytem and three members appointed by the Commissioner of Transportation.

PROGRAM: Members of the Maine Ferry Service Advisory Board during FY 83 were Greg Marquise, Chairman—Islesboro; David G. Benson—Southwest Harbor; James D. Gillispie—Swans Island; David L. Lunt—Frenchboro; Patricia Curtis—North Haven; Capt. Gilbert Hall—Camden; Horatio Knight—Rockland; Roberta Littlefield—Vinalhaven; and Elizabeth Burr—Matinicus.

The major topics of discussion during the year were the recommendations of the Sunset Review Committee, and cost savings proposals. For example, working with the MDOT, Advisory Board closed the Islesboro terminal, resulting in considerable cost savings.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Bureau of Finance and Administration.

OFFICE OF HUMAN RESOURCES

JANE L. LINCOLN, ASST. TO COMMISSIONER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1981 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229H; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 19 *Legislative Count:* 19

Organizational Units:

Office of Personnel and Training
Office of Equal Opportunity
Office of Employee Relations

PURPOSE: To support and advise the Commissioner of Transportation in matters of legislative liaison, and the internal and external human resources, programs and policies in the areas of affirmative action, equal opportunity, labor relations, and personnel and training.

ORGANIZATION: The unit was administratively established in 1981 to include the functions and activities of the offices indicated under Organizational Units.

PROGRAM: During the year this Office served as the Legislative liaison for the Department to provide direct contact with Legislative officials and to evaluate and coordinate all informational requirements of the Department. In addition, the Office participated and assisted in the development of Department policy on a wide variety of high-level issues. Effort was also devoted to the monitoring and reviewing of affirmative action grievances and complaints on behalf of the Commissioner. Specific programs and activities of the other offices in this Unit are as follows:

Personnel and Training. This office provides the traditional administrative functions of recordkeeping and processing of personnel transactions; staff development and training; and Health, Safety and Industrial Accident Prevention and Administration necessary for labor/intensive work force. The primary goal is to provide employees who are properly classified, paid, motivated and trained to perform the various missions of the Department in a safe and efficient manner. This requires planning for present and future needs; ensuring proper selection and placement; and development of a variety of supervisory, career development and orientation training programs, personnel safety training programs and policies.

In addition to the standard, primarily competitive personnel systems used in most state agencies, the Department's highway crew personnel system has several unique features due to seasonal functions, geographic dispersal and the need for alternate equipment operators upon short notice. In 1985, a completely revised screening and selection process for promotions within the crew system and for hiring new employees will be implemented. Closely coordinated with the Safety Program, this process will include screening of health and physical ability to perform the work.

The Safety Officer program, begun in 1982 using volunteers willing to undertake these additional duties, has been so effective that full-time safety officer positions in the Maintenance Divisions will be established during 1985 and 1986. In addition, the safety office has been developing programs for hazardous materials handling.

With the selection of a full-time Staff Development Coordinator, our training activities have increased in all areas. A DOT Advisory Committee on Training, comprised of both employees and supervisors, was recently established to assist in developing an annual training plan.

Employee Relations. This office represented the Department at all levels of the appeals process utilizing for contracts statewide, investigated and recommended course of action in grievance resolution at all lower levels of the grievance procedures, and represented the Commissioner at Department head level procedures, and represented the Commissioner at Department head level procedures and also at the Governor's Office of Employee Relations (GOER); worked in conjunction with the legal staff in preparing and presenting grievances at arbitration. The staff performs systematic visitations to all division offices, crew headquarters and other department facilities, as well as many job sites, to provide employees and management

a professional resource for addressing labor/management issues. The staff provided instruction to supervisors at all levels in interpretation and application of the provisions of our four Union contracts; investigated, recommended, and participated in disciplinary hearings; made recommendations in the area of Labor Relations relative to proposed policy development or change and participated at the bargaining table for each set of contract negotiations.

The staff conducts investigations of all complaints of alleged employee misconduct or other complaints against employees received from outside normal supervisory channels.

Equal Opportunity. This office is responsible for developing and implementing MDOT programs for internal equal employment opportunity, affirmative action, Title VI, Section 504, Disadvantaged/Women Business Enterprises, EEO Contract Compliance, On-the-Job Training, Small Business Procurement Policy, and to further improve the internal and external coordination of equal opportunity activities. The internal Equal Employment Opportunity Program placed increased emphasis on training of supervisory employees in affirmative action/EEO management. The external Affirmative Action emphasis during FY 85 has resulted in increased awareness by, and certification and participation of firms owned and controlled by minorities and women in Federal-aid contracts with MDOT.

PUBLICATIONS:

D/WBE Program (annual), free
D/WBE Directory (updated monthly), free
OJT Program (annual), free

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included in the financial display for the Bureau of Finance and Administration.

OFFICE OF INTERNAL AUDIT

ROBERT B. BOOTH, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2902
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229A; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: To provide advice to the Commissioner of Transportation on audit matters; perform organization-wide internal audits of the Department of Transportation and external audits of contracts and grants negotiated with recipient organizations; and develop and implement the necessary plans and programs to accomplish internal and external audits of financial operations and internal controls, including compliance with certain provisions of Federal laws and regulations.

ORGANIZATION: The Office of Internal Audit was established in June, 1981 in response to one of the Ernst & Whinney Management Study recommendations.

PROGRAM: Internal audits were continued for the two fiscal years ending June 30, 1985 to meet Federal requirements for financial and compliance audits on an organization-wide basis, and included a major initial review of the Department's principal financial management computer software program. Other reviews were completed for indirect costs, procurements, and property management.

External audits were completed for expenditures of approximately $7,600,000 made under negotiated contracts and grants with consultants, railroads, utilities, public transportation agen-

cies, political subdivisions, and other organizations. During the year the Office represented the Department in the proceedings and efforts of the transition committee formed by the Commissioner of Finance and Adminstration for three years to develop standards and uniform requirements by July 1, 1987 for administration and single audits of State grants with community agencies in accordance with 5 MRSA Chapter 148-B.

FINANCES, FISCAL YEAR 1985: The expenditures of this Office are by administrative decision, included in the financial display for the Bureau of Finance and Administration.

OFFICE OF LEGAL SERVICES

THOMAS G. REEVES, CHIEF COUNSEL

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2681
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1972 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229L; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 19 *Legislative Count:* 19

PURPOSE: The primary purpose of the Office of Legal Services is to provide the necessary legal counsel for the Department of Transportation. Accordingly, the Office represents the Department in litigation, provides legal opinions, reviews contracts, and prepares title reports.

ORGANIZATION: The Office of Legal Services originated in 1962 as the Legal Division of the former State Highway Commission which was transferred to the new Department of Transportation in the State Government reorganization of 1972. In December, 1980, the responsibility for investigating and processing accident and damage claims received by the Department and the review of processing of Workmen's Compensation claims was transferred from the Bureau of Safety to this office. In June, 1981, the name of the Division was changed to the Office of Legal Services by administrative action.

PROGRAM: During this fiscal year the Office represented the Department in eminent domain, tort, contract, and administrative litigation. The Office processed 151 State Claims Board referrals; 58 were presented for hearing and 139 were settled. The Office also completed and updated for the Department 3,673 title abstracts. Four titles were prepared for the Attorney General's Office. $20,039 of outstanding accounts receivable are currently being handled by the Office. $71,102 has been recovered by the Office for damage to State-owned guardrail and signs. The Office has represented the Department in workers' compensation claims and has rendered advice and counseling services, drafted contracts, leases, and legislative documents, written opinions and performed research in connection with the activities of the Department.

FINANCES, FISCAL YEAR 1985: The expenditures of this Office are by administrative decision, included in the financial display for the Bureau of Finance and Administration.

BUREAU OF MAINTENANCE AND OPERATIONS

JOHN E. DORITY, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2661
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1980 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 234; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 1,500 *Legislative Count:* 1,500

Organizational Units:

Highway Maintenance Division
Bridge Maintenance Division
Traffic Engineering Division
State Aid Division
Motor Transport Service
Radio Operations Section
Permit Section

PURPOSE: The responsibilities of the Bureau of Maintenance and Operations are the summer maintenance of 15,931 lane miles of State and State-aid highways, the winter maintenance of 8,257 lane miles of State highways, the maintenance of 2,800 bridges on State, State-aid, and town highways; the coordination of the State-aid highway construction program; the maintenance and installation of traffic control devices on State and State-aid highways; the management of an equipment fleet for the Department of Transportation; the Overlimit Permit Statute; management of the Department's communication system; and the maintenance of safety rest areas.

ORGANIZATION: The internal organization remains the same and the programs and activities of the several divisions, sections and programs are as follows:

PROGRAM:

Highway Maintenance Division.

Winter Maintenance. This past winter Division IV in the Rockwood area put up a 60' x 80' "pole barn". This was one of the environmentally sensitive areas which required a cover on the sand pile. This sand apparently never crusted as is common on uncovered piles. Our hope is to try different methods of covering piles this next winter and compare the results and, of course, costs. Eventually, most of the piles will need some form of storage building or cover. The maintenance facility at Freeport, which was displaced because of new interstate construction, is under design by Harriman Associates. Hopefully construction will be accomplished before the coming winter season. This will give us another design on covered sand storage. The Town of Freeport has also stipulated that this pile be covered.

Summer Maintenance. Hot maintenance mulch is still the major summer maintenance activity. This past summer we placed 255,856 tons of mix and resurfaced 599 miles of roadway. This program is popular from both the standpoint of the traveling public and also the contracting industry. The project is a joint venture whereby the contractors make and place the mix by contract and the State does all the trucking.

Safety Rest Area Program. The Highway Maintenance Division maintains 103 Safety Rest Areas and approximately the same number of turnouts. In these, there are five areas with flush facilities all located on the Interstate System. There are two semi-flush areas (chemical-type) both located on Route 1. The rest area privy type facilities are very difficult to maintain especially in heavy traffic areas. We have recently started experimenting with portable type chemical toilets and they seem to be receiving better acceptance by the public.

Radio Operations. Early this year Rockland was assigned a new frequency. This frequency eliminated the interference from other divisions using the same channel. New control stations and base stations were put into operation.

Equipment for the Dixfield Project was acquired and will be put into operation in fiscal year 1986. Scarboro's local desk set system has been redesigned for more efficient use. The Radio Division has purchased several additional radios in an attempt to equip all winter maintenance vehicles with radios. Approximately 100 additional radios are still needed. Early in fiscal year 1985, the Scarboro Division experienced extensive lightning damage to the Cor-

nish Tower Site and to the local base station at Scarboro. These two sites have been rebuilt and have been placed back into operation. Insurance monies were received for a majority of this damage. Additional test equipment was purchased to allow the radio division to work on the new equipment in Division I and Division V.

Bridge Maintenance Division. Maintenance of the 2800 state maintained bridges continued at the same level as in the previous year. In addition to preventative and routine maintenance activities, major emphasis was placed on wearing surface replacement and structural steel painting. Wearing surface replacement also included expansion joint seals, and bridge drain improvements. A fatigue crack in one of the supporting welded girders of the I-95 S.B. bridge over the Piscataquis River in Howland required replacing a section of the girder. An in-depth evaluation and inspection of all similar bridges was performed with no evidence of cracking found. The cracked girder will be further analyzed for the exact cause of the cracking. Force account work included the reconstruction of several town bridges, repair of accident damage to bridges, and painting of the Islesboro and Rockland Ferry Transfer Bridges. Bridge inspection continued on all state and local bridges having spans 10 feet and over.

Traffic Engineering Division. The Traffic Engineering Division continues to maintain, install and design traffic control devices as follows: Painted pavement marking were applied at 373 locations to provide lane use control, advance warnings for stop-and-yield intersections, and railroad crossings. 140,000 gallons of paint were used to apply centerline and edgeline pavement markings on the Interstate system and approximately 6000 miles of conventional highways. This year, additional edgeline mileage will be striped using our own forces and a contract will be advertised for 1,000 miles of edgeline to upgrade our pavement marking program and to enhance driver safety. The entire pavement marking program will be funded using Federal Force Account procedures. Maintenance operations on electrical systems, flashing beacons, and street lighting systems were continued, with reductions in street lighting levels where possible. 15,000 signs were manufactured and distributed to various sections and divisions for distribution. Two Federal Force Account Interstate Signing Projects have been completed to perform major sign refurbishing on I-95 between Falmouth and Yarmouth and Oakfield and Sherman. Plans and specifications were developed for 18 traffic signal projects, 2 major signing projects, 2 major lighting projects and 124 traffic control plans (TCP) for construction projects. We finalized work on a Statewide Federal Aid Project study on the operation of about 160 signalized intersections throughout the State. It is the objective of this study to improve efficiency, safety and reliability by improved utilization of existing equipment and conditions.

As part of Maine's so-called, "Billboard" law, Official Business Directional Signing regulations have been implemented in all 16 counties. 1800 pre-approval location reviews of business directional signs are accomplished by Traffic Engineering personnel.

Division Traffic Engineers continue to carry out functional operations at the Division level, including reviews or requests from other operating divisions and bureaus from within the Department and from other State and Federal agencies as well as from municipalities and private citizens.

Permit Section. For the fiscal year beginning July 1, 1984 thru June 30, 1985, the Permit Section, including the 7 Division Offices, issued a total of 18,015 Overlimit Permits for moving loads that exceeded the legal limits. A total of 554 Road Opening permits were issued for repair work or for new utility installations. Exempt Certificates were issued for 33 Fuel Oil Delivery Vehicles. Bulk Milk/Grain Certificates for Posted Roads, 23 were issued. No permits were issued to make transit moves for vehicles with studded tires. Trip tickets for trucks hauling perishable products, 75 were issued. Grocery Delivery Certificates for Posted Roads, 17 were issued. Nineteen certificates were issued to terminals for Reasonable Access Permits for Double Bottoms and 48' Semi-Trailers.

Motor Transport Service. All vehicles on order since the last report have been received. Twenty-one 6 x 4 trucks and 23 loader backhoes were purchased and put into service to replace old ones. We have the following list of vehicles which will be going out for bid this year: 35 pickups; 15 compact cars; 2 sign trucks; 1 bucket truck; 1 fuel tank truck; and 6 window vans.

State Aid Division. Effective July 1, 1981, the Joint Fund State Aid Program was repealed. Accumulated State Aid units raised by towns prior to January 1, 1981, and "new" units as necessary to complete projects under agreement prior to January 1, 1981, will be honored by the State as committed by towns to specific projects prior to November 1, 1981. Of the 19½ million dollars committed November of 1981, approximately 3⅓ million dollars remain to be expended as of February 1985. Project work as controlled under the old State Aid statutes and operating procedures will continue until committed funds are exhausted. There is no time limit

on the expenditure of committed State Aid funds. This Division continues to administer the Capital Improvement Program which replaces the repealed State Aid Program.

LICENSES, PERMITS, ETC.

Permit:
- Road Opening
- Driveway Entrance
- Overlimit (Height, Weight, Width, Length) Vehicles
- Studded Tires

Certificate:
- Fuel Oil exemption
- Axle and Gross Weight

PUBLICATIONS:

Commercial Vehicle Limit Pamphlet — no fee

Regulations and Instructions Governing Overweight and Overdimension — no fee

Limiting Structures on State and State Aid Highways (Available from Bureau of Administrative Services — $2.00; if mailed, $3.00)

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINTENANCE AND OPERATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	24,905,765			23,387,441	226,761	1,291,563
Health Benefits	1,940,627			1,670,329	6,174	264,124
Retirement	4,367,677			3,685,221	32,212	650,244
Other Fringe Benefits	207,622			178,895		28,727
Other Contractual Service	16,209,042			3,503,754	25,939	12,679,349
Rents	16,328,224			15,959,408	107,332	261,484
Commodities	10,712,013			9,866,397	99,829	745,787
Grants—Subsidies—Pensions	14,713,346			14,602,756	1,152	109,438
Purchases of Land	110,216			108,433	1,783	
Buildings and Improvement	18,024			18,024		
Equipment	6,990,256			6,809,783	180,473	
Interest—Debt Retirement	7			7		
Transfers to Other Funds	826,832			570,907	153	255,772
TOTAL EXPENDITURES	97,329,651			80,361,355	681,808	16,286,488

BUREAU OF PLANNING

GEDEON G. PICHER, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-3131
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 232; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 45 *Legislative Count:* 45

Organizational Units:
- Systems Planning Division
- Safety and Data Systems Division
- Program Management Division
- Pavement Management Division

PURPOSE: The Bureau of Planning was established to ensure provision of adequate, safe and efficient highway transportation facilities and services that are essential to the economic growth

of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.

Through the authority vested in the Commissioner of Trasnportation, the Bureau is authorized to assist in the development of comprehensive, balanced transportation policy and planning to meet present and future needs for adequate, safe and efficient transportation. Primary emphasis is on highway planning efforts which are coordinated with planning for other modes of transportation. The Bureau is spokesman for the State representing the Commissioner before national, regional, state and local agencies, groups of organizations as is deemed necessary to enhance and promote the transportation interests in Maine.

ORGANIZATION: In the State Government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. The Bureau has continued to undergo revisions in its organizational structure to align for present and projected future demands of a state transportation network. In December, 1980, and in accordance with a recommendation of the Ernst and Whinney Management Study, a group incorporating accident safety records and other safety programming efforts was formed and assigned to the Bureau. In February, 1981, the title of the Bureau was changed by legislative action to the Bureau of Planning, and includes a Division of Systems Planning, Division of Program Management, and a Division of Safety and Data Systems. In November 1982, the Division of Pavement Management was added to the Bureau.

PROGRAM: The Bureau remains structured and tied to the purpose and mandate of the transportation planning function of the Department and the programs of its divisions are as follows;

Systems Planning. The Division is responsible for transportation planning within the State, specifically for continuing transportation planning efforts in the Portland and Lewiston-Auburn, Bangor, Kittery urban areas. Special transportation studies are also undertaken in rural and urban areas when necessary. The Brunswick-Topsham by-pass planning study was initiated.

Program Management. This Division completed developing the MDOT biennial Transportation Investment Program for FY 86-87 based on in-field reviews of project requests from private individuals, municipal officials, and MDOT personnel. Projects will be selected based on a critical project evaluation and priority analysis. This Division also maintains highway statistics including a history of Federal and State highways.

Safety and Data Systems. This Division is responsible for the compilation of accident data based on accident reports forwarded by the Maine State Police. Accumulated information is condensed to identify "High Accident Locations" and supply a five year record of accidents at any point on approximately 22,000 miles of Federal-aid, State highways and town ways in Maine. This data is entered into the Bureau's computer based Transportation Integrated Network Information System for ready access by Planning as well as other Bureaus within the Department. Safety program evaluations are conducted on a continuing basis.

Other responsibilities include the collection and compilation of data from traffic counting, vehicle classification, sufficiency rating, truck weighing and speed monitoring. This Division completed the installation of the Weigh-In-Motion (WIN) facility in Sidney.

Pavement Management. This Division provides an organized methodology to assist in evaluating pavement and shoulder conditions of the State and Federal highway systems at the network and project levels. This system establishes the actual condition of the pavement and shoulders and observes and predicts the changes in these conditions with time. On a project basis, the system is used in prioritizing and evaluating candidates for resurfacing, rehabilitation and reconstruction. The Pavement Management division is responsible for determining those data needed, assignment of areas to be tested with non-destructive strength testing and roughness, measuring devices, coordination with other Bureaus and over-all administration of this activity. This division completed the highway need report for 1986-87.

PUBLICATIONS: (Free)

Transportation Investment Program
Rail Safety Improvement Program
Highway Safety Improvement Program
Maine's Highway Needs 1986-1987

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are included with those of the Bureau of Finance and Administration.

OFFICE OF POLICY ANALYSIS

WALTER J. VERRILL, DIRECTOR

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2902
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1980 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 229P; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 6 *Legislative Count:* 6

PURPOSE: To provide intensive analysis of selected areas and programs within the Department in order to assist the Commissioner in determining policy direction for the Department.

ORGANIZATION: The Office was administratively established in November, 1980 in response to one of the Ernst & Whinney Management Study recommendations. A permanent Director was assigned and appropriate personnel from within other Bureaus and Divisions are assigned on a temporary basis to satisfy the analysis requirements.

PROGRAM: Completed projects include a Highway Cost Allocation Evaluation, the evaluation of and recommendations for a Pavement Management System, a Study of Financing of Local Bridges, and a Haul Roads Study. Current projects include an Information Needs Study, Bridge Management, and a Truck Issues Study.

Financing Local Bridges. A study was completed which led to the development of a strategy for the construction, rehabilitation, and maintenance of bridges located on the lower classifications of highways. Legislation was prepared and passed which will result in the more equitable sharing of capital costs among levels of goverment, more reasonable maintenance responsibilities between the State and the Towns, and the better protection of bridge structures through more rational posting procedures. A report was submitted to the 112th Legislature.

Bridge Management. A strategy and procedure to maximize bridge life and condition while minimizing use of resources in a manner somewhat analogous to Pavement Management. Background is being developed on the condition, age, and traffic on bridges, and long-term capital and maintenance costs are being developed. A significant part of that effort is related to the implementation of legislation resulting from the Local Bridge Study.

Information Needs. A study of Departmental Information Needs is being conducted. The purpose of the study is to provide a more effective and efficient means of collecting, summarizing, and disseminating the various types of information and data collected by the Department. The intent is to improve the mangement of the Department.

Commercial Vehicle Limits. Changes in Federal and State law affecting commercial vehicles were tracked and coordinated. A pamphlet describing Maine commercial vehicle limits was revised and published. In addition, there is an ongoing responsibility to study various vehicle configurations and vehicle axle and gross loadings to determine their effects on bridges and pavements.

Truck Issues Study. A study is being conducted relating to the current laws regarding truck size and weights, vehicle configurations, and overweight fine schedules. The study includes examination of the effect of heavy axle and gross weights on highway and bridge damage, and the impacts on truck owners of changes in load limits or fine schedules for overloading. In addition, economic incentives to encourage more productive and less damaging vehicles are being investigated.

PUBLICATIONS:

Maine Highway Cost Allocation Final Report, December 1982
Highway Cost Allocation Working Paper #'s 1-9
Commercial Vehicle Limits for Highway Use, Revised 1984

Maine Truck Size and Weights — Legislative History — March 1985
Overweight Violations in Maine — 1984
Local Bridges — Condition and Management Strategy — Feb. 1985
Publications are available and free upon request.

FINANCES, FISCAL YEAR 1985: The expenditures of this Office are by administrative decision, included in the financial display for the Bureau of Finance and Administration.

MAINE PORT AUTHORITY

DANA F. CONNORS, PRESIDENT
DAVID H. STEVENS, Secretary

Central Office: Transportation Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2551
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: 1951
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 398; *Citation:* 23 M.R.S.A., Sect. 4420
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Maine Port Authority was established to initiate and implement programs which will encourage and assist in the development, expansion and utilization of ports and port facilities in the State of Maine. The Authority is authorized to acquire construct and operate piers and terminal facilities within the State through the proceeds of the sale of revenue bonds; and to conduct other allied activities in connection with port development as deemed necessary or desirable within the purview of the Authority as defined by public law.

ORGANIZATION: The Maine Port Authority originated in 1929 with the creation of the Port of Portland Authority to acquire, construct and operate piers and terminal facilities at the Port of Portland. In 1951, the Authority received its present name and its powers were expanded to include jurisdiction over the port at Bar Harbor. At this time, ferry service was installed by the Authority between Bar Harbor and Nova Scotia. In 1957, the Authority was given responsibility for operation of a ferry line between the mainland and the towns of North Haven, Vinalhaven, Islesboro and Swan's Island, in conjunction with a new Advisory Committee of Ferry Service, consisting of seven members appointed by the Governor. In 1959, the State's ferry service was further extended to include Long Island Plantation and the islands of Casco Bay, and in 1969, the powers of the Authority were expanded to include jurisdiction over development of all ports within the State.

State Government reorganization of 1972 placed the Authority within the newly-established Department of Transportation and transferred its powers and duties, except those relating to development of Maine ports and facilities and the conduct of allied activities, directly to the Department under the Division of Ports & Marine Transportation.

The Maine Port Authority consists of a board of 5 directors, who broadly represent the coastal areas of the State. Four directors are appointed by the Governor. The remaining director is the Commissioner of Transportation, who serves as chairman of the board of directors and president. The directors elect a treasurer and such other officers as the board of directors may from time to time deem necessary.

PROGRAM: The Maine Port Authority has a continuing interest in the potential development of all ports in Maine; and is available to participate in port activities where sound economic justification can be shown.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Transportation Services.

OFFICE OF PUBLIC INFORMATION & MAPPING

JOHN M. STANLEY, ASS'T. TO THE COMMISSIONER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2672

Established: 1984

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 2291; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 7 *Legislative Count:* 7

PURPOSE: To provide information about Department programs, policies and procedures through internal and external information programs; to provide mapping services for Department and public needs; to provide Departmental graphic arts services; and to conduct other related activities.

ORGANIZATION: This Office was administratively established in 1984, replacing the Special Services Division formerly within the Office of Human Resources and Special Services.

PROGRAM: The Office is responsible for creating, conducting and evaluating external and internal public information programs. Typical efforts included preparation and distribution of news releases, pamphlets, booklets and other printed material; authorship of speeches and presentations; publication of an employee newsletter; editing of material prepared by other Bureaus/Divisions/Offices; support services for various special events; and, other special projects as assigned. In addition, the Office created and distributed general and specialized maps for Departmental use and distribution to the general public. Major mapping efforts include: County Inventory Maps showing transportation features by MDOT designation, County Culture Maps showing general pavement condition and man-made features, and Urban Maps showing large-scale details within urban areas of Maine. Other specialized maps were created as needed to meet Departmental needs. The Office also provided graphic arts support for all MDOT Bureaus, Offices and Divisions.

PUBLICATIONS:

County Maps (Large Scale $1.00, Small Scale $.15)
Urban Maps ($.75)
Minor Civil Division Maps: (Large Scale $1.00, Medium Scale $.15, Small Scale — Free)
Highway Systems Map (Free)

FINANCES, FISCAL YEAR 1985: The expenditures of this Office are by administrative decision included in the financial display for the Bureau of Finance & Administration.

BUREAU OF PROJECT DEVELOPEMENT

RICHARD A. COLEMAN, DIRECTOR, BUREAU OF PROJECT DEVELOPMENT AND CHIEF ENGINEER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2055
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1990

Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 246; *Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 665 *Legislative Count:* 665

Organizational Units:

Location and Environment
Right-of-Way
Construction
Design
Materials and Research
Project Management

PURPOSE: The primary responsibility of the Bureau of Project Development is to develop the Department's capital improvement projects, once funding has been approved, through to construction completion. Certain Divisions within the Bureau; primarily Location and Environment, Materials and Research, and Right-of-Way; also serve the Department and the public in non-project-related activities according to their particular expertise.

ORGANIZATION: The project development concept was begun as a part of the Department's reorganization in 1972 when Project Development Unit was formed as part of the Bureau of Highways. In line with changes suggested by the Ernst & Whinney Management Study, the Bureau of Highways was abolished and several new Bureaus established, among them the Bureau of Project Development. The internal organization of the Bureau includes the divisions of Location and Environment, Design, Right-of-Way, Construction, Materials and Research, and Project Management. Each serves the major goals and responsibilities of the Bureau with some activities directly in support of the other Project Development Divisions. Also, demands are placed upon these Divisions for services by other units of the Department, other State agencies and the public.

PROGRAM: The Bureau of Project Development advanced 110 projects to the construction stage during the fiscal year. These projects had a contract value of over $63.0 million. The Department's overall capital improvement program continues to emphasize improvements to the existing transportation network rather than additions to it. Conscious efforts are made throughout the project development process to minimize the impact that construction of a project will have on both the surrounding natural environment and abutting property owners. The general goal is to provide the transportation system user with the most cost efficient improvement possible. Development of highway and bridge improvement projects continues to increase in pace as a result of recent increases in both Federal-aid and State revenues. A number of major projects were awarded to contractors for construction including Portland, I-295 Tukey's Bridge widening; Brewer, I-395 Paving; Caswell Plantation, U.S. 1A; Pittsfield-Palmyra, U.S. 2; Auburn, Center Street; Grand Isle-Madawaska, U.S. 1; Boothbay-Edgecomb, Route 27; Springfield, Route 6; Yarmouth-Freeport, I-95 grading and paving; Eagle Lake, Route 11; and Kittery, U.S. 1-Badger Island Bridge. Other programs and activities of the Division are as follows.

Location & Environment. This Division consists of two sections; the Location Section and the Environmental Services Section. Both sections directly support the Department's Transportation Investment Program and provide various services for the entire Department.

The Location Section has four Engineering/Technical Units. The Survey Group routinely performs all project related preliminary, preconstruction and construction survey activities. These activities currently are of sufficient magnitude that agreements for consultant survey services have been entered into with seven (7) firms to provide up to seven (7) contract survey crews. The Location Studies Group conducts location studies and analyses regarding alternative locations for highway and bridge projects and, as necessary, determines alignments to be surveyed by the Survey Group. The Photogrammetry Group provides aerial photo coverage and statewide survey control for the entire Department on an as needed basis. It also conducts special surveys

such as those related to right-of-way monumentation control, noise and hydrographics; and performs required air and noise analyses. A special hydrographic survey is ongoing to measure tidal current velocities on both sides of Sears Island. The Public Hearing Displays and Graphics Unit provides all public hearing displays and graphics as necessary for Departmental Investment Program projects. It also provides the necessary graphics for all reports, environmental or engineering required by the Division. All units provide assistance in special environmental studies on an as needed basis.

The Environmental Services Section has four Scientific/Technical Units. The Environmental Planning Unit provides early environmental information reviews for highway and bridge projects, gathers natural and cultural resource data, and maintains liaison with natural and cultural resource agencies and groups. The Environmental Studies Group provides required environmental documentation for Investment Program projects, coordinates with natural and cultural resource agencies and groups, recommends project mitigation and protection measures, and administers consultant environmental impact statement contracts. The Group satisfactorily processed over 150 federally and non-federally funded highway and bridge projects during calendar year 1984. The Landscape Group makes project loam and seed recommendations, designs and inspects landscaping projects, conducts agronomic research, and has an important sha ed management role in the Bureau of Maintenance & Operations' weed and brush control program. The Group presently has six landscape projects underway and is involved in weed and brush control along 9,700 miles of roadway. The Well Claims Group supports both Transportation Investment and Maintenance Programs by investigating claims of damage to private water supplies, by repairing and replacing wells and by providing compensation. The Group developed and implemented a new contract advertisement and award procedure approved by the Federal Highway Administration which enables the Department to respond much more quickly to public needs while improving the ability of contractors to bid on the work to be done. During fiscal year 1985 the Group obtained 597 water samples for analysis, investigated 64 well claims, accomplished 27 preconstruction project reviews, drilled or dug 12 wells, and otherwise compensated 16 property owners. All units were involved in special environmental studies such as the ongoing monitoring of the impacts of selected construction projects (3) and of salt storage facilities (11). During the past fiscal year, a lengthy environmental study of maintenance lots was completed and results and recommendations regarding 137 facilities were submitted to the Bureau of Maintenance and Operations.

Both Sections occasionally provide services for other State and Federal agencies such as cooperating with the ongoing State ground water study.

Design. With the increase in annual construction program funds from an average of $45,000,000 per year in the past to the present day $60,000,000 program the number of projects designed and placed under contract increased from an average of 70 per year to over 100 per year. This has been accomplished without increased Design Division staff.

Among significant projects designed during the past year is the proposed improvements to Tukey's Bridge and I-295 interchange and Veranda Street in Portland. This project will greatly improve traffic flow and enhance the safety of that busy interchange.

To provide traffic and highway load data, 6 permanent weigh-in-motion facilities were designed for installations at various locations throughout the State. This equipment will be operated on an intermittent basis, the times being selected to obtain the most useful data for future pavement and base designs.

With the completion of the design of the Interstate highway in Yarmouth and Freeport the last link in the completion of the Interstate route from Kittery to Houlton will be completed in November of 1986. Starting with the first construction contract under the Federal Aid Interstate program in 1957 over 460 projects have been designed to complete this 4 lane controlled access highway connecting the opposite borders of the State. The large majority of this work was done by Maine base construction firms.

Right-Of-Way. This Division supports the Department's capital improvement efforts in several ways. Direct support of the project development process for highway and bridge improvements required the preparation of right-of-way plans for 79 projects involving the appraisal and negotiation of 1,186 parcels with a total appraised value of $872,750.00. the Division administered the Department's $1.8 million Railroad-Highway Grade Crossing Improvement Program. Other related activities include the preparation of State Claims Board Hearings, Superior Court cases, and municipal/State agreements. There were about 49 sign sites negotiated this year. Responsibilities outside the development of capital improvement projects to construction occupied a great deal of the Right-of-Way Division's resources. Division per-

sonnel removed 671 illegal and abandoned signs without compensation, and issued 3,871 Official Business Directional Sign Permits. Approximately 2,400 permits accommodating utilities within the highway right-of-way were issued and over 3,400 requests for information regarding highway rights-of-way were processed. Fourteen (14) railroad hearings were conducted, resulting in drafting decrees for the Commissioner's consideration and issuance.

Construction. The Construction Division, through its administratively created divisions, assumed contract administration, construction engineering and construction inspection responsibility for ninety-nine contracts amounting to an estimated $64,700,000.00 as follows:

31 Complete highway construction contracts (including bridges)
25 Highway paving contracts
3 Highway intersection improvements contracts
2 Highway widening contracts
10 Bridge construction contracts (including approaches)
4 Bridge rehabilitation contracts
1 Bridge deck rehabilitation contract
1 Bridge widening contract
10 Traffic signal contracts
2 Weigh in motion contracts
1 Downtown revitalization contract
1 Escape lane contract
3 Roadside improvements contracts
1 Temporary fill removal and slope flattening contract
1 Rest area building contract
1 Highway lighting and signal contract
1 Slope rehabilitation contract
1 Interstate ramp contract

Materials & Research. This Division consists of four sections: Soils, Research, Field Quality Control, and Physical Testing.

The Field Quality Control Section is responsible for providing a testing service to others within DOT. During the past year a total of 132 projects required the services of this group. There were 65 bituminous and concrete plants inspected and certified to provide materials for the construction of MDOT projects. Pipe was supplied by nine different suppliers and each product monitored for quality and workmanship. A total of 28 personnel completed approximately 10,700 tests for acceptance at an approximate cost of $35 per test. In addition, nearly 730 independent assurance samples of 51 different products were tested.

The Soils Section conducted subsurface investigation for all projects on which the Design Division required subsurface information. Soils reports, materials, inventories, drainage studies, and engineering soils maps were prepared to aid the engineers and contractors in the design and construction of the projects.

The Physical Testing Section is responsible for providing testing services for those products not able to be tested within the field. The laboratory has a staff which includes chemistry, bituminous liquids, aggregates, concrete and bituminous mix design facilities. A list of acceptable sources for products used in the transportation field is annually reviewed and updated.

The Research Section is responsible for research concerning materials and methods used in constructing and maintaining highways and bridges. During the past year, investigations were concluded and final reports published as follows:

Evaluation of Nuclear Densities on Bituminous Concrete Pavements, Correlation of a Roughness Meter, Pavement Friction Measurements on Curves, Anticaking Agents in Deicing Salt, and Field Evaluation of FHWA Vehicle Classification Categories.

Active studies for which interim reports are available include: Weigh-In-Motion Instrumentation of A Bridge and Evaluation of A Capacitance Type Portable Light Weight W.I.M. System.

As an on-going study, priorities for testing new products are established relative to current needs and various products are evaluated to determine which provide the best results for the specific purpose. The results of this program provide a basis for recommending what products are considered acceptable for use in terms of performance and cost. Part of the new products program is to provide various "Approved Lists" of products for use in highway-related construction. This is accomplished by testing and/or reviewing test reports to insure that the product(s) meets specific AASHTO and/or ASTM Specifications.

Project Management. This Division provides support to the Bureau by developing and maintaining project schedules, monitoring the availability of State and Federal funds, and making sure projects proceed completely and efficiently through the project development process. The Division has major responsibility for the management of a Program/Project Management Information System (PROMIS). This system provides a computer-oriented database for project development and funding data. Use of this new system has had a very positive influence on management decision-making as it relates to the dynamics of project development. Additional phases of PROMIS will allow an assessment of manpower impacts as new Capital Improvement Programs are developed, as well as provide automatic capabilities to gauge the affect of changes in any system variable (program level, budget cost, schedule, etc.) on the other variables.

LICENSES, PERMITS, ETC.:

Permit:
- Outdoor Advertising
- Utility Location

PUBLICATIONS: (Provided free upon request)
- 84-1 Evaluation of Nuclear Densities on Bituminous Concrete
- 84-2 Correlation of a Roughness Meter
- 84-3 Pavement Frictional Measurements on Curves
- 84-4 Anticaking Agents in Deicing Salt
- 84-5 Field Evaluation of FHWA Vehicle Classification Categories

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PROJECT DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	13,848,730			5,424,372	8,424,358	
Health Benefits	653,952			268,572	385,380	
Retirement	2,046,807			942,677	1,104,130	
Other Fringe Benefits	53,844			53,844		
Other Contractual Service	3,091,450			1,785,130	1,306,320	
Rents	756,505			418,313	338,192	
Commodities	943,043			652,401	290,642	
Grants—Subsidies—Pensions	-811,953			-1,014,198	202,245	
Purchases of Land	1,261,107			335,580	925,527	
Equipment	64,108,517			13,330,672	50,777,845	
Interest—Debt Retirement	14,910,864			14,910,864		
Transfers to Other Funds	164,891			164,288	603	
TOTAL EXPENDITURES	101,027,757			37,272,515	63,755,242	

BUREAU OF TRANSPORTATION SERVICES

WILLIAM F. FERNALD, DEPUTY COMMISSIONER

Central Office: Transportation Bldg., Augusta *Telephone:* 289-2841
Mail Address: Statehouse Sta. #16, Augusta, Maine 04333
Established: June 25, 1981 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 17; *Unit:* 243; *Citation:* 23 M.R.S.A., Sect. 4206
Average Count—All Positions: 87 *Legislative Count:* 87

PURPOSE: The Bureau provides for the development and maintenance of a permanent and effective public transportation system with particular regard to low income, elderly, and hand-

icapped residents. Reviews, in cooperation with the Departments of Human Services and Mental Health and Corrections, an annual operations plan developed in each of eight regions into which the State has been divided. The objectives include achieving maximum feasible coordination of funds among all state agencies that sponsor transportation, encourage the participation of private transportation operators in the service to the greatest possible extent. State assistance includes: planning and technical assistance to regional operators in the development of annual operations plans, capital assistance for the acquisition of equipment and operating assistance to defray operating deficits for essential service.

The Bureau undertakes and directs planning studies in regard to the State Ferry Service, the development and improvement of cargo handling facilities at Maine ports and the development of the Fish Pier Construction Program. The Bureau also undertakes a continuing analysis of the Maine Port traffic. The Bureau is also charged with the responsibility of developing a biennial capital improvements program for both ports and the ferry service and administers the operations and maintenance of the State Ferry Service, and the port and pier facilities within the jurisdiction of the Department.

The Bureau conducts a continuing analysis of the amount and quality of air service being provided in the State which includes schedules filed with the Civil Aeronautics Board, type of aircraft operated, and the general financial condition of the carriers providing air service. The Bureau promotes the advancement of aviation interests, airport development and administers the operation and maintenance of the Augusta State Airport.

The Bureau administers the Local Rail Service Assistance programs of the Federal Railroad Administration which provides assistance in the rehabilitation of light density lines that might otherwise be abandoned. An approved state rail plan is required to maintain eligibility and annual updates along with a program of projects is required to establish project eligibility and approval. In addition, the Bureau has been assigned the responsibility of administering the rail safety laws of the State including accident investigations, and a continuing review of the condition of the rail lines within the State in addition to those specific areas designated by law.

The Bureau also provides the resource for participation by the State of Maine in regulatory matters affecting transportation which includes the submission of statements (testimony) before federal regulatory agencies, in particular the Interstate Commerce Commission, Civil Aeronautics Board, and the Federal Maritime Commission.

ORGANIZATION: A Bureau of Public Transportation was established within the Department of Transportation by Legislative action in June, 1979. In accordance with the recommendations of the Ernst & Whinney Management Study, the title of the Bureau was changed by Legislative action in 1981 to Transportation Services and has been reorganized to include the Divisions of Aeronautics, Rail Transportation, Ports and Marine Transportation, and Public Transportation. The former Bureaus of Aeronautics and Waterways are now divisions of the Bureau. The programs and activities of the several divisions are as follows.

PROGRAM:

Aeronautics Division. During this fiscal year, programs continued in fulfilling the objectives of the 1977, 1979, 1981, and 1983 Bond Issues for Capital Improvements to Airports. Working closely with the Federal Aviation Administration (FAA) $3.7 million dollars of Federal funds were received for improvements at Maine's 40 publicly owned airports. Combined Federal, State and local funds allowed for a total program of $4.5 million dollars. The Maine Department of Transportation entered into a contractual agreement with the FAA for the inspection of 51 airports and for the updating of the Airport Master Records. Additionally, the Division of Aeronautics investigated 20 aircraft accidents; reimbursed 33 sponsors of publicly owned airports for a portion of their snow removal costs for a total outlay of $169,432; registered 805 aircraft, 71 airports, and collected $100,082 in excise taxes in behalf of Maine communities. The Augusta State Airport is now served by two commuter airlines and total passenger enplanements and deplanements increased to approximately 26,000. A new Executive Aircraft was acquired and use has increased over last year.

Rail Transportation Division. Federal Railroad Administration rehabilitation projects have been completed on the Boston & Maine Corporation, the Belfast and Moosehead Lake Railroad, the Maine Central Railroad, and the Bangor and Aroostook Railroad. Rehabilitation projects are underway on the Aroostook Valley Railroad and the Bangor and Aroostook Railroad.

Public Transportation Division. During fiscal year 1985, the Divsion continued to pro-

vide for the development and maintenance of a surface transportation system with emphasis placed on the State's low income, elderly and handicapped residents. Administration of the program revolves around Federal and State subsidies to transportation providers located through the State. During fiscal year 1985, the Division contracted with 25 different transportation providers. State funds consisted of $400,000 provided from the General Fund and was used primarily in conjunction with local funds for the necessary match of the Federal subsidy program. The Federal program consisted of four separate grants totalling approximately $2,600,000 and with the match provided approximately $3,250,000 for projects. This funding was used for planning, capital equipment and operating expenses within the various public transportation projects.

Ports & Marine Transportation Division. Major corrective work was completed on the vessels, terminals, and operations of the Maine State Ferry Service. Resource assistance was provided to the Ferry Service Advisory Committee, and tariffs are maintained and published governing rates and charges of the State Ferry Service. A new Ferry has been designed, and federal funding was secured in 1984 from the Federal Highway Administration and the Urban Mass Transit Administration. Construction will start in 1985. During the calendar year 1984, the State Ferry Service transported 106,752 vehicles and 292,823 passengers between the three mainland and four island terminals. In addition, a rehabilitation of the Islesboro and Rockland transfer bridges were completed as well as major preventive maintenance items on all five ferry vessels. In addition, crew quarters were completed on Swans Island and Islesboro. The Little Diamond Island Pier is also being rebuilt for the Casco Bay Island Transit District. The Eastport Breakwater Cargo Facility was completed during the year. The Sears Island Cargo Facility Project started dredging, access road, and site construction during the year. Funding for these projects and Portland were included in the 1981 and 1983 Port Development Bond Issues. The Division is also directing implementation of the State Fish Pier Program. To date, Saco, Kennebunkport, Vinalhaven, Eastport, and Portland are complete. Stonington ws completed during the year. The Division is working to improve the flow of import-export cargo through Maine Ports. It conducted a feasibility study for a container feeder service in Portland during the year. It is also working with existing operators, evaluating current capabilities to handle existing cargo, and developing plans for the design and construction of new and expanded port facilities.

LICENSES, PERMITS, ETC.:

Permit:
- Dispersal of Chemicals by Aircraft
- Firing or Launching of Rocket or Missile
- Commercial Temporary Landing Area—Land
- Commercial Temporary Landing Area—Seaplane

Certificate:
- Aircraft Registration
- Certificated Air Carrier Airport Registration
- Commuter Air Carrier Airport Registration
- Commercial Registration—General Aviation I—Airport, Seaplane Base, Heliport
- Noncommercial Registration—Heliport
- Noncommercial Registration—General Aviation II—Airport, Seaplane Base
- Airport Dealer's Registration—Franchise
- Airport Dealer's Registration—Broker

PUBLICATIONS:
- Guidelines for the Development of Annual Operations Plan
- Public Transportation Management Plan
- Ferry Service Tariff — No Fee
- Maine Ports — Brochure — No Fee

FINANCES, FISCAL YEAR 1985: The following financial display was generated from the unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TRANSPORTATION SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Fusds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,251,718	162,136				1,089,582
Health Benefits	67,913	5,592				62,321
Retirement	198,860	26,803				172,057
Other Fringe Benefits	8,231	931				7,300
Other Contractual Service	8,140,650	91,268	59,843		522,067	7,467,472
Rents	8,379	692				7,687
Commodities	140,640	2,040	1,449		928	136,223
Grants—Subsidies—Pensions	2,533,919	519,945	49,668		1,414,580	549,726
Purchases of Land	114					114
Buildings and Improvement	287,332				223,432	63,900
Equipment	132,409	17,454	24,595		60,229	30,131
Interest—Debt Retirement	20,325					20,325
Transfers to Other Funds	1,475,572	1,472,163				3,409
TOTAL EXPENDITURES	14,266,062	2,299,024	135,555		2,221,236	9,610,247

(OFFICE OF) TREASURER OF STATE

SAMUEL D. SHAPIRO, STATE TREASURER
MAURICE F. STICKNEY, Deputy Treasurer

Central Office: State Office Bldg., Augusta; *Floor:* 3 *Telephone:* 289-2771
Mail Address: Statehouse Sta. #39, Augusta, Maine 04333
Established: 1820 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 00; *Umbrella:* 28; *Unit:* 248; *Citation:* 5 M.R.S.A., Sect. 121
Average Count—All Positions: 15 *Legislative Count:* 15

PURPOSE: A constitutional officer, the Treasurer of State is authorized to receive and keep records of all items of income accruing to the State; to deposit such items in banks, reconciling said balances and temporarily investing idle funds; to sell bonds of the State as provided by law and keep records pertaining to such debt; to maintain monthly exhibits concerning these monies; to enter into contracts or agreements with banks for custodial care and servicing of negotiable securities belonging to the State; and to establish accounts with such banks for servicing State agencies. Effective January 1979 the Treasurer undertook the administration of the Abandoned Property Program. The Treasurer also serves on the Maine Municipal Bond Bank, Maine State Housing Authority, Maine State Retirement System, Finance Authority of Maine and the Health and Higher Education Loan Authority Boards.

ORGANIZATION: The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. The chief clerk in the office of the Treasurer of State is designated by law as the Deputy Treasurer of State, to perform the duties of the office of Treasurer in the event of a vacancy or other absence.

PROGRAM:

Cash Management. In a typical year, nearly 2,700,000 State checks will be distributed by the Treasurer's office through the State and federal postal system to payees. They represent all state disbursements except for unemployment compensation. These checks are valid for 180 days from the date of issue. Upon request, checks may be validated for an additional period.

Other duties include stop payment orders and the provision of photocopies of cancelled checks. The department also processes claims for the checks that are lost in the mails, or which bear forged endorsements, and issues new checks to authorized payees. Each year several hundred delete and make-over checks will be handled. Approximately fifty demand deposit accounts with Maine banks are maintained and administered by the office. These bank accounts are reconciled by Treasury employees and utilized by various departments, agencies and liquor stores in every sizeable Maine community for the deposit of income to the credit of the State. Three of these accounts are also used for disbursements.

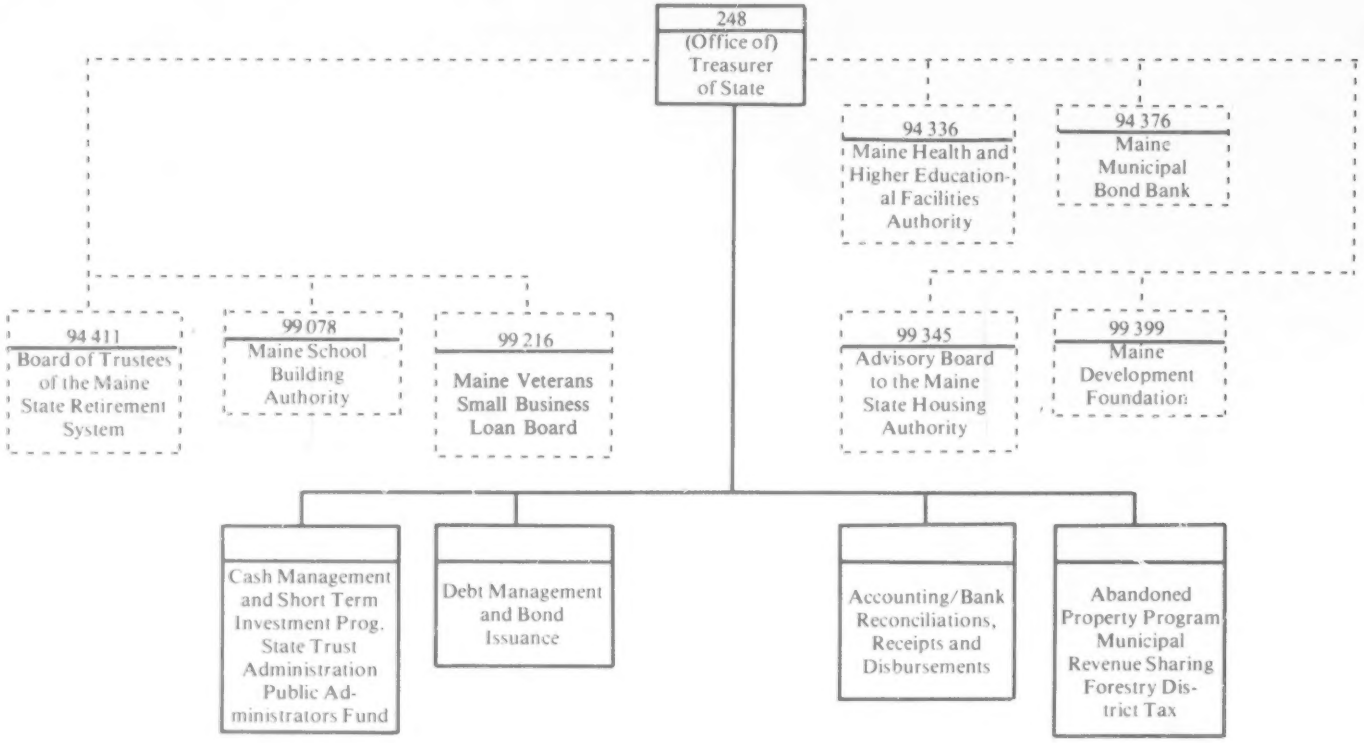
The basic unit of cash income management is the income statement. State agencies file over 33,000 of these reports each year together with the funds or deposit tickets from a State bank depository. This office processes these reports so that State income can be properly recorded.

Bad checks received by agencies of the State — those checks lacking proper signatures, having insufficient funds, or otherwise defective — are returned to the office. These return items are classified and charged back to the State agency which accepted them. In a year's time, an average of 3,000 bad checks will be processed.

A further duty is the sorting and mailing of some 110,000 warrants each year. These reports are sent to the various State agencies to indicate payment information of various bills which have been paid for them with State funds.

Investment Management. Both short-term and long-term investment programs are administered by the department. Every working day, the cash position of all State funds is determined. A minimum uninvested balance is calculated as an inherent part of this program. A portion of this available balance is sufficient to compensate the banks for their costs in providing banking services to the State. Any excess cash is immediately invested in certificates of deposit with Maine banks, prime commercial paper or U.S. Government securities which mature in less than 24 months and prime banker acceptances.

ORGANIZATIONAL CHART
(OFFICE OF) TREASURER OF STATE
UMB 28


248
(Office of) Treasurer of State
94 336
Maine Health and Higher Education-al Facilities Authority
94 376
Maine Municipal Bond Bank
94 411
Board of Trustees of the Maine State Retirement System
99 078
Maine School Building Authority
99 216
Maine Veterans Small Business Loan Board
99 345
Advisory Board to the Maine State Housing Authority
99 399
Maine Development Foundation
Cash Management and Short Term Investment Prog. State Trust Administration Public Ad-ministrators Fund
Debt Management and Bond Issuance
Accounting/Bank Reconciliations, Receipts and Disbursements
Abandoned Property Program Municipal Revenue Sharing Forestry Dis-trict Tax

Approved by the Bureau of the Budget

CONSOLIDATED FINANCIAL CHART FOR FY 85
TREASURY DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	283,084	183,084				
Health Benefits	15,776	15,776				
Retirement	45,825	45,825				
Other Fringe Benefits	1,262	1,262				
Computer Services—State	25,588	25,451	137			
Other Contractual Service	202,661	201,480	1,181			
Commodities	13,566	13,566				
Grants—Subsidies—Pensions	35,657,401		35,657,401			
Equipment	4,632	4,632				
Interest—Debt Retirement	35,636,683	35,636,683				
Transfers to Other Funds	97		97			
TOTAL EXPENDITURES	71,886,574	36,227,758	35,658,816			

A bidding process is followed for bank certificates of deposit to obtain the highest interest yield for the State. Other investment considerations are safety and liquidity in determining the different forms and maturities of investments. The economic value of investments in Maine dictates the maximum consideration of investments within the State. Each year over twenty million dollars of investment earnings are received and credited to the State as a result of this short-term investment program.

Long-term investments comprise the various trust funds, principally the Governor Baxter Trust, the Lands Reserved Trust, and the Common Trust. A contract for custody and management has been entered into for a five year period with a Maine bank. Periodically, the State Treasurer and the other officials designated by law supervise these investments and meet with the trust officers from the bank. Recordkeeping and general administrative details are carried out by the staff of the department. Income from the trusts is turned over to the various State departments and local municipalties at regular intervals.

The department has several investment custodian responsibilities as well. Construction contractors may deposit securities as collateral for the payment of retainage. The recordkeeping and payment duties are carried out by the office staff. Similarly, escheated estates, guaranty deposits, and unclaimed and liquidating dividends are administered by the department. Court orders, correspondence and general supervision are maintained to insure the effective discharge of these responsibilties.

Debt Management. Short-term and long-term borrowing is a major program. In a typical year, several million dollars of temporary notes and several million dollars of bonds will be sold to provide funds for State needs. This office prepares the proposals, obtains the necessary approvals, obtains printing of the bonds or notes, receives bids, and delivers and closes the sale. Records are maintained of maturities and interest payments on the nearly $284,000,000 of outstanding State debt. The payments to the fiscal agent for notes, bonds and coupons that mature are initiated here. The cancelled paid items are verified and prepared for cremation. In a year's time, over 120,000 interest coupons and 3,500 bonds plus numerous notes will be processed in this manner. Periodically, the paid debt items are cremated and formal certifications issued for record purposes. In 1984 Registered Bonds replaced Coupon Bonds.

Providing information services to credit rating agencies, banks, investors, underwriters, and others is part of this program. These activities are conducted on a continual basis throughout the year.

An important part of the duties of Treasurer derives from membership on various state boards and commissions that effect the size of state debt. A member of all such boards, the Treasurer is able to monitor the size of all debt affecting the State and may comment on and bring influence to bear on the creation of additional debt. The Treasurer is an ex officio member of the Maine Municipal Bond Bank, the Maine Guarantee Authority, the Board of Trustees of the Maine State Retirement System, the Small Business Loan Authority Board, the Maine School Building Authority, the Maine Health Facilities Authority, the Maine State Housing Authority, and the Maine Veterans Small Business Loan Authority Board.

General Management. Miscellaneous financial responsibilities have been assigned to the department through the years. For example, the administration of the State-Local Revenue Sharing program is administered by the office of the Treasurer. Each month 4.75% of the amounts collected from the income and sales taxes are placed in a special account. The following month these funds are paid to municipalities as State assistance. Effective July 1, 1985 the percentage will increase to 5.1%.

Other responsibilities include maintaining control records for taxes assessed and reported by the State Tax Assessor.

Abandoned Property. The Treasurer recently established an abandoned property division to protect the interests of the citizens of the State of Maine both as to local properties and out of state assets which are found and reported to the Treasurer. The division has a supervisor, 2 outside auditors and an office clerical staff of two. In 1984, approximately 2 million of found money came into the treasury and 1 million was paid out to rightful owners. An on-going effort is made to find the owners of the remaining million. Audits started in 1984 to induce compliance will result in an increase of revenue over 1984.

PUBLICATIONS:

Official Statements prior to sales of State bonds and notes, no charge.

Abandoned Property Listing — Maine Citizens — no charge — on location State Treasury.

Issued State Debt since inception of Bond Program.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

TRAVEL INFORMATION ADVISORY COUNCIL

WILLIAM J. GINN, CHAIRMAN

Central Office: c/o Jack Brown, Div. of Rights-of-Way, Department of Transportation, Statehouse, Augusta, Maine *Telephone:* 289-2391

Mail Address: Statehouse Sta. #16, Augusta, Maine 04333

Established: October 1977 *Sunset Review Required by:* Not Established

Reference: Policy Area: 07; *Umbrella:* 92; *Unit:* 379; *Citation:* 23 M.R.S.A., Sect. 1904

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Travel Information Advisory Council is to advise the Department of Transportation on the implementation of the Maine Travel Information Law, which provides for the removal of billboards along highways in the State of Maine, and the implementation of new sign systems and new means to provide tourist and traveler information in order to replace billboards.

ORGANIZATION: Travel Information Advisory Council has 9 members appointed by the Governor for two-year terms as follows: One representing the lodging industry, one representing the restaurant industry, one representing the recreational industry, one representing the Keep Maine Scenic Committee, one representing environmental organizations, one representing nonprofit historical and cultural institutions, one representing the general public and one representing sign design and fabrications artisans. All members are appointed by the Governor with the chairman being designated.

PROGRAM: The Advisory Council will continue to be involved in implementing the program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council will also be involved in advising the Department of Transportation on the removal of billboards as specified in the statutes. Further, the Council plans to work closely with the Department in drafting a new approach to tourist and vacation services for the State of Maine, which will include not only the standardized directional signs, but new manned information centers, annotated maps, and unmanned information displays.

PUBLICATIONS: The Department of Transportation in conjunction with the Advisory Council has prepared regulations for off-premise business signs which are available from the Right of Way Division of the Department of Transportation.

FINANCES, FISCAL YEAR 1985: 23 M.R.S.A., Section 1925 provides that expenditures of this unit shall be borne by the Department of Transportation.

MAINE TURNPIKE AUTHORITY

DAVID H. STEVENS, SECRETARY-TRESURER

Central Office: 430 Riverside St., Portland *Telephone:* 207-871-7771
Mail Address: 430 Riverside St., Portland, Maine 04103
Established: 1941 *Sunset Review Required by:* June 30, 1990
Reference: Policy Area: 07; *Umbrella:* 99; *Unit:* 420; *Citation:* 23 M.R.S.A., Sect. 1963
Average Count—All Positions: 235 *Legislative Count:* 0

PURPOSE: This Authority was created to facilitate vehicular traffic in Maine by constructing, operating and maintaining the turnpike.

ORGANIZATION: The Authority consists of 4 members plus the commissioner of the Department of Transportation who is an ex officio member. These 4 members are appointed by the Governor. The Governor appoints a chairman from this group of 4. The Authority is empowered to elect a secretary-treasurer and an executive director.

The Maine Turnpike Authority is a body both corporate and politic, and is an independent agency created by the Legislature.

PROGRAM: Throughout the year the Authority has maintained and operated the Turnpike through its collection of tolls.

LICENSES, PERMITS, ETC.

The Maine Turnpike Authority issues permits which authorize oversize loads and overlimit loads. The fee for the permits is $10.00.

PUBLICATIONS: Maine Turnpike *Rules & Regulations* Governing the use of Turnpike.

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehenisve fiscal data relative to this unit.

BOARD OF TRUSTEES
UNIVERSITY OF MAINE

JOSEPH G. HAKANSON, CHAIRMAN
PATRICK E. McCARTHY, Chancellor

Central Office: 107 Maine Ave., Bangor *Telephone:* 947-0336
Mail Address: University of Maine, 107 Maine Avenue, Bangor, Maine 04401
Established: 1865 *Sunset Review Required by:* June 30, 1988
Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 421; *Citation:* 1967 P&SL Chap. 229
Average Count—All Positions: 3,895
Organizational Units:

Board of Trustees
Office of the Chancellor
System-Wide Services
University of Maine at Augusta (UMA)
University of Maine at Farmington (UMF)
University of Maine at Fort Kent (UMFK)
University of Maine at Machias (UMM)
University of Maine at Orono (UMO)
University of Southern Maine (USM)
University of Maine at Presque Isle (UMPI)
Maine Public Broadcasting Network (MPBN)

PURPOSE: The University of Maine is the state university of Maine. It provides undergraduate, graduate and professional education in a variety of fields, conducts research and performs public service for the people of the State.

The University of Maine was established to "develop, maintain and support a structure of public higher education in the State of Maine which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities..." (M.R.S.A., Title 20, § 2251). Its Board of Trustees is authorized to provide through its institutions an organized program of instruction, research and service and award academic degrees; to ensure the academic freedom of its faculty; to recognize the eligibility of all Maine citizens with high school diplomas or equivalent for the benefits of higher education; to assign a high priority of funds to programs in support of citizens considered economically, educationally, socially and culturally disadvantaged; to research and evaluate the effectiveness of the delivery of higher education opportunities; to maximize the use of federal funds to further the mission of the University; and to make effective use of available resources for the operation of programs for the non-traditional, part-time learner.

Further, the Board of Trustees is empowered by its charter to appoint a chancellor as chief administrative and education officer and, on the nomination of the c hancellor, appoint campus Presidents; approve and prepare the operating and capital budgets of the University; accept the responsibility for governance and planning for public higher education; enter into contracts with the State and municipalities; appoint instructional personnel; establish the qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

ORGANIZATION: The 103rd Legislature, recognizing the need for a more cohesive system of public higher education, voted to combine all units of the State College system and OPAL — Orono, Portland, Augusta, Law School. The result was the creation of the consolidated University of Maine system in 1968, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono campus's administrative umbrella at the time of the 1968 merger, but Portland became a separate campus in 1970 and Augusta followed one year later. Portland and Gorham were made a single campus in 1972 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine.

PROGRAM:

Instruction. The University of Maine is a multi-campus system providing a comprehensive program of offerings. Program levels include the associate, baccalaureate, master's, certificate

for advanced study and doctoral programs, including the professional degree in law. Academic programs include offerings in arts and sciences, agriculture, business, education, life sciences, and engineering.

Fall 1984 enrollment in all Univeristy programs totaled 28,162 and 4,066 persons were awarded degrees in 1983/84. The growth in numbers of part-time and adult learners reflects significant changes in the missions of all of the campuses. While the full-time, day-time, campus-based and younger student is still central in the Trustees' concerns and plans, the new emphasis on part-time learners has led to better integration of all types of students.

The University carries out its general mission to the State by assigning specific activities to each of its seven campuses and their respective academic and administrative units. These responsibilites have been established on the basis of such criteria as: 1) insuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the unique cultural, agricultural and industrial needs of regions.

Public Service. Public service is a significant component and the range of its activities has brought the University into closer contact with Maine residents through the use of campus facilities, research capabilities and faculty talent in direct support of community and individual needs throughout the State. Two major examples are reflected in the Cooperative Extension Service (CES) and the Maine Public Broadcasting Network (MPBN). CES is a product of federal, state and county governments and relates directly to the family, homemaker and youth by providing educational and informational assistance to individuals, families and communities. MPBN is licensed to the University of Maine Board of Trustees to provide a statewide public broadcasting network, both radio and television, for the transmission of broadcasting of a predominantly educational, cultural and informational nature. Public service activities are supported and encouraged on each campus and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies and the communication of information of importance to the citizens of Maine.

Research. Research is encouraged on each of the campuses of the University as appropriate to that campus's portion of the University mission to expand skills, teaching and competence, to increase knowledge of Maine resources and to improve their utilization, and to assist local economy. Much research and development has proved extremely productive and useful. The achievements of the Quaternary Institute at UMO, New Enterprise Institute at USM, and the two major Centers for research at Orono and at Southern Maine have made an impressive record in both basic and applied research activity. Responding to both community and individual requests, the results of University research have unquestionably benefitted Maine's business, agriculture and government.

UNIVERSITY OF MAINE
FULL-TIME REGULAR EMPLOYEES
OCTOBER 1984

BY EMPLOYEE CATEGORY	
Faculty	1,250
Professional and Administrative	857
Classified	1,788
Total	3,895
BY SOURCE OF FUNDING	
Educational and General	2,688
Auxiliary Enterprise	545
Restricted	662
Total	3,895

PUBLICATIONS:

(1) *The Chancellor's Report,* University of Maine.
(2) Chancellor's Newsletter, Univeristy of Maine.
(3) Population Characteristics of Maine, 1980 (Volume II).
(4) The Maine Book.

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

UNIVERSITY OF MAINE
STATEMENT OF CURRENT FUND REVENUES
EXPENDITURES AND TRANSFERS
FOR THE YEAR ENDED JUNE 30, 1985

	1985			
	Unrestricted			
	General	Designated	Restricted	Total
REVENUES:				
Educational and general —				
Tuition and fees	$ 35,357,054	$ —	$ —	$ 35,357,054
Governmental appropriations-state	69,564,188	—	1,315,202	70,879,390
Governmental appropriations-federal	50,000	—	4,166,889	4,126,889
Governmental grants and contracts-state	—	—	3,042,239	3,042,239
Governmental grants and contracts-federal	—	—	26,132,232	26,132,232
Private gifts, grants and contracts	—	193,874	5,099,415	5,293,289
Endowment income	—	263,855	704,761	968,616
Recovery of indirect costs	2,464,316	—	—	2,464,316
Sales and services of educational activities	3,271,032	2,423,299	58,448	5,752,779
Other sources	3,817,872	1,860,621	—	5,678,493
Total educational and general	$114,524,462	$ 4,741,649	$40,519,186	$159,785,297
Sales and services of auxiliary enterprises	30,852,012	—	—	30,852,012
Total revenues	$145,376,474	$ 4,741,649	$40,519,186	$190,637,309
EXPENDITURES AND MANDATORY TRANSFERS:				
Educational and general-				
Instruction	$ 49,219,316	$ 1,915,426	$ 2,449,156	$ 53,583,898
Research	4,881,833	1,231,167	10,456,954	16,569,954
Public service	4,042,839	2,041,165	8,493,372	14,577,376
Academic support	14,129,030	84,364	1,004,022	15,217,416
Student services	10,379,628	52,764	177,730	10,610,122
Institutional support	12,562,153	487,404	71,314	13,120,871
Operation and maintenance of plant	14,703,382	(3,582)	445	14,700,245
Student aid	2,575,894	92,582	17,866,193	20,534,669
Mandatory transfers for loan funds	39,719	—	—	39,719
Total educational and general expenditures and mandatory transfers	$112,533,794	$ 5,901,290	$40,519,186	$158,954,270
Auxiliary Enterprises-				
Expenditures	$ 28,674,979	$—	$—	$28,674,979
Mandatory transfers for retirement of indebtedness	1,340,322	—	—	1,340,322
Total auxiliary enterprises	$ 30,015,301	$	—	$30,015,301
OTHER TRANSFERS:				
Current funds-appropriated	$ 116,202	$ —		$ 116,202
Current funds-designated (Note 1)	2,269,252	(1,159,641)		1,109,611
Current funds-restricted	22,139	—		22,139
Endowment funds	(259,100)	—		(259,100)
Plant funds-unexpended	282,846	—		282,846
Plant funds-retirement of indebtedness	322,993	—		322,993
Total transfers	$ 2,754,332	$(1,159,641)		$ 1,594,691
Excess of revenues over expenditures and transfers	$ 73,047			$ 73,047

BLUEBERRY ADVISORY COMMITTEE

THOMAS RUSH, CHAIRMAN

Central Office: Coburn Hall, UMO, Orono *Telephone:* 581-1476
Mail Address: Coburn Hall, UMO, Orono, Maine 04469
Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1990
Reference: Policy Area: 01; *Umbrella:* 94; *Unit:* 426; *Citation:* 36 M.R.S.A., Sect. 4312
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Blueberry Advisory Committee was originally constituted in 1945 when the Blueberry Tax program was initiated for the purpose of providing supplemental funds for research and extension programs at the University of Maine.

The function of the Advisory Committee was to work with the Director of the Maine Agricultural Experiment Station and the Director of the Cooperative Extension Service in an advisory capacity. While the function of the Committee remains essentially the same, legislation enacted in 1984 changed the status of the Committee by having the committee members appointed by the Maine Blueberry Commission instead of by the University of Maine. In 1985 legislation was passed to delete the words "University of Maine" from the name of the Blueberry Advisory Committee. In essence the Blueberry Advisory Committee is a standing Committee of the Blueberry Commission and reports to the Commission.

ORGANIZATION: The Blueberry Advisory Committee consists of seven members who serve staggered terms of four years. Members of the Advisory Committee may not be reappointed for sucessive terms. Committee members elect their own chairman and meetings are scheduled in conjunction with the Directors of the Maine Agricultural Experiment Station and the Cooperative Extension Service. The Blueberry Commission has also designated the Executive Director of the Commission to act as an ex-officio member of the Advisory Committee.

PROGRAM: Activities and program are included with the report of the Maine Blueberry Commission. Because the University of Maine Blueberry Advisory Committee as such no longer exists, and because of the appointment and reporting relationship of the restructured Blueberry Advisory Committee to the Blueberry Commission, future annual reports will be made under the Maine Blueberry Commission.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

BUREAU OF PUBLIC ADMINISTRATION

KATHRYN H. GODWIN, DIRECTOR, BPA

Central Office: University of Maine at Orono, Orono *Telephone:* 581-4136
Mail Address: Chadbourne Hall, Orono, Maine 04469
Established: 1965 *Sunset Review Required by:* June 30, 1989
Reference: Policy Area: 02; *Umbrella:* 78; *Unit:* 423; *Citation:* 1965 P&SL Chap. 185
Average Count—All Positions: 5 *Legislative Count:* 0

PURPOSE: The Bureau of Public Administration (BPA) was established with a three-fold purpose: research, publication, and career development. Research activity is primarily a service of a fact-finding nature, in that problems of vital concern to state and local government personnel are investigated. These investigations result in published reports and analyses of the problem areas for use by governmental agencies and interested citizens. Career development programs

provide in-service educational opportunities to state and municipal employees and are designed to enhance governmental efficiency.

Today, the Bureau continues to focus its efforts on improving the quality of public management in Maine, and hence the delivery of public services to Maine citizens. It does this by assisting state and local officials in solving problems, making effective use of resources, adapting to change, defining objectives and evaluating results.

ORGANIZATION: Created in 1965 by the 102nd Maine Legislature, and at that time placed within the Department of Government, the Bureau of Public Administration is currently a public service unit of External Affairs at the University of Maine at Orono.

PROGRAM:

Applied Research and Consultation Services. Research activities focus on broad governmental policies and problems, as well as more specific, short-term analyses of issues of concern to state and local jurisdictions. Most of the recent Bureau activities have occurred along two tracks — economic and community development projects, and projects or activities aimed at helping the State administer its responsibilities under the New Federalism. In the first category, the Bureau has been involved in several regional planning projects, including one referred to as Pro-Maine. The Bureau has also been involved in the planning stages of a Regional Council of governments in the Penobscot Valley.

In the second area of project activities, research dealing with the State's administration of several federal block grants has been conducted since the summer of 1981. This research has included an annual evaluation of the Small Cities Component of the Community Development Block Grant Program. In most instances, research efforts result in published materials which are disseminated to both State and national audiences. These typically serve as curriculum resources, guidelines for legislature and/or Congressional action, or continuing reference sources.

Management Training and Development Services. The Bureau of Public Administration provides a Management Education Program for administrative, technical and professional personnel in state and local government. Two major types of maangement education programs are offered:

The Public Employee Development Program offers courses of usually one day in length and are open to all public employees in locations across the state;

On-Site Training Programs are developed and delivered on request and tailored to meet the specific needs of a municipality or state agency.

The Bureau also provides more in-depth long-term consulting assistance through organizational development programs. These include Team Building for Manager and Department Head Teams; Interpersonal and Intergroup Conflict Resolution; Organizational Analysis; Goal Setting and Implementing Staff Development Plans.

PUBLICATIONS:

Cash Management for Small Communities. John G. DePalma, Quentin B. Spector, and Bruce E. Benway, March 1978.

Charter Study Series. James J. Haag, et. al., 1970.

Zoning: An Overview, Ross Plambeck, Zoning Series No. 1, May, 1974.

Zoning: The View of the Courts, Paul Braciotti, Zoning Series No. 2, May, 1975.

Zoning: Roles and Relationships, Cynthia Brown, ed., Zoning Series No. 3, May, 1975.

Zoning: The Code Enforcement Officer, Laura E. Campbell, Zoning Series No. 4, May, 1975.

Zoning: The Board of Appeals, Paul Braciotti and Cynthia Schacht, Zoning Series No. 5, May, 1975.

Personnel Administration Manual for Local Govt., Jeanne Bailey McGowan, editor. August 1980. $2.50.

Complete publications list available upon request.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees, University of Maine.

MAINE VACATION-TRAVEL COMMISSION

KATHRYN WEARE, CHAIRPERSON
NANCY PRAY

Central Office: Augusta *Telephone:* 289-5710
Mail Address: Statehouse Sta. #59, Augusta, Maine 04333
Established: September 23, 1983
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 461; *Citation:* 5 M.R.S.A., Sect. 7005
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The purpose of the Maine Vacation Travel Commission is to advise the Governor on matters relating to vacation, convention, and business travel and its impact on the economy of the State of Maine.

The Maine Vacation Travel Commission also has the responsibility of recognizing and informing the Governor of immediate or long-term opportunities and problems affecting this vital segment of the State's economy which warrant the Governor's attention. The Commission monitors local, state, federal and international developments that effect the balanced growth and quality of this industry and its impact on life in Maine.

ORGANIZATION: The Commission is appointed by the Governor and is made up of representatives of various segments of the vacation travel industry and the nine regions of Maine. Persons serve staggered 4-year terms. Additional ex-officio members represent the Department of Transportation, the State Development Office, the Maine Publicity Bureau, the Bureau of Parks and Recreation, Department of Inland Fisheries and Wildlife, the Maine Arts Commission, Bureau of Public Improvements and Department of Agriculture. The Commission meets monthly and elects a chairperson from among its membership.

PROGRAM: The Vacation Travel Commission has served as an advisory group both to the State Development Office and the Governor in the last year. In addition to its ongoing responsibility to monitor opportunities and problems relating to tourism, the Commission in Fy 1985 undertook a number of specific projects to assist the state in formulating tourism policy. In September, 1984, the Commission held a Conference for the Maine Legislature to discuss policy issues of relevance to both groups. "Tourism Day," held in March, 1985, continued this dialogue. During the past year, the Vacation Travel Commission was also active in providing input to the Tourism Division which substantially increased state government's commitment to promoting tourism, including the drafting of a State Comprehensive Tourism Policy signed into Executive Order by Governor Brennan and a Maine Growth Model for tourism which establishes 5 year growth objectives.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by adminstrative decision, included with those of State Development Office.

BOARD OF TRUSTEES OF MAINE VETERANS HOME

ROBERT L. OHLER, M.D., CHAIRMAN

Central Office: Cony Road, RFD #2, Augusta *Telephone:* 622-2454
Mail Address: Cony Road, RFD #2, Augusta, Maine 04330
Established: 1977 *Sunset Review:* Not Established
Reference: Policy Area: 06; *Umbrella:* 99; *Unit:* 397; *Citation:* 37B M.R.S.A., Sect. 603

PURPOSE: The Board of Trustees of the Maine Veterans Home was established to plan, build and manage a home for veterans, their spouses and widows.

ORGANIZATION: The Board of Trustees of the Maine Veterans Home was established in 1977 and consists of nine members appointed by the Governor for overlapping terms of three years under limitations provided by Statute.

The Board elects a Chairman, Vice Chairman and Secretary from its members. The members of the Board serve without pay, but may be reimbursed for expenses. The Board must meet at least six times annually.

PROGRAM: The Maine Veterans Home, a 120-bed Medicaid Certified Intermediate Care Facility, accepts for admission war time veterans and the spouse, widow or widower of such veteran, in need of nursing home care. During fiscal year 1985, a total of 43,551 days of care were provided.

The Maine Veterans Home is a clinical resource for training in geriatric medicine of graduate medical students studying in the specialty of Family Practice medicine at the Maine-Dartmouth Family Practice Residency Program. It is also a clinical resource in geriatric nursing education for Registered Nurses, Licensed Practical Nurses and nurse aides. These educational functions fulfill, in part, the goal of the Maine Veterans Home to provide patient service, education and research in geriatric and rehabilitative medicine.

FINANCES, FISCAL YEAR 1985: There are no general fund appropriations for the Maine Veterans Home. Operational costs are covered by income from patients, the Medicaid Program and a Veterans Administration per diem of $17.05 paid the Home on behalf of each eligible veteran.

BOARD OF VISITORS — AUGUSTA MENTAL HEALTH INSTITUTE

Central Office: State Office Bldg., Augusta *Telephone:* 289-3161
Mail Address: Statehouse Station #40, Augusta, Maine 04333
Established: April 8, 1983
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 451; *Citation:* 34B M.R.S.A., Sect. 1403
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services.

Board members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: The Board of Visitors at Augusta Mental Health Institute will meet on a regular basis and provide supportive advice to the hopsital. It will be comprised of voluntary community representatives appointed by the Governor.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of the Augusta Mental Health Institute.

BOARD OF VISITORS— BANGOR MENTAL HEALTH INSTITUTE

Central Office: State Office Bldg., Augusta; *Floor:* 4 *Telephone:* 289-3161
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1971 *Sunset Review Required by:* June 30, 1993
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 422; *Citation:* 34B M.R.S.A., Sect. 1403
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Visitors shall have the right to inspect the institution and make recommendations relative to the management of the institution to the Commissoner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: The Board of Visitors at the Bangor Mental Health Institute meets on a regular basis and provides supportive advice to the institute. It is comprised of voluntary community representatives appointed by the Governor.

FINANCES, FISCAL YEAR 1985: The expenditure of this unit are, by administrative decision, included with those of the Bangor Mental Health Institute.

BOARD OF VISITORS — MAINE CORRECTIONAL CENTER

ROBERT L. WOODBURY, CHAIRMAN

Central Office: State Office Bldg., Room 400, Augusta *Telephone:* 289-2711
Mail Address: Statehouse Station #111, Augusta, Maine 04333

Established: November 22, 1982

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 449; *Citation:* 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To visit Maine Correctional Center and provide appropriate comment, advice, and recommendations to the Governor, Commissioner, and appropriate Legislative Committees.

ORGANIZATION: A Chairman and four members are appointed by Governor.

PROGRAM: During the year, we visited the facility on several occasions as a committee and also individually. We are particularly concerned with consequences, programmatic and institutionally, associated with severe overcrowding. We have addressed our concerns in writing to appropriate parties.

We will continue to provide periodic review. As overcrowding problems ease, we will be interested in program improvements.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

BOARD OF VISITORS — MILITARY AND NAVAL CHILDREN'S HOME

Central Office: 103 South St., Bath, Maine *Telephone:* 443-4251
Mail Address: 103 South St., Bath, Maine 04530

Established: September 2, 1983

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 466; *Citation:* 34-B M.R.S.A., Sect. 1412

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The Board of Visitors is a general advisory committee to assist in the development of policy and program changes regarding the use of the Home; monitoring the progress made toward the objectives outlined and presented during the Homes' current transition; and providing continuing oversight of the Home, its programs and policies.

ORGANIZATION: The Board of Visitors consists of a minimum of 9 members and includes: the Associate Commissioner of Programs, Department of Mental Health and Mental Retardation, a representative from the Bath Community, a Bath school principal, a representative from an Alcohol Treatment Program, a social worker, a designee of a veteran's organization, 2 citizens from outside the Bath area and someone appointed from the Department of Human Services.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are included with those of the Military and Naval Children's Home.

BOARD OF VISITORS — PINELAND CENTER

Central Office: State Office Bldg., Augusta: *Floor:* 4; *Telephone:* 289-3161
Mail Address: Statehouse Station, #40, Augusta, Maine 04333
Established: April 8, 1983
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 452; *Citation:* 34B M.R.S.A., Sect. 1403
Average Count—All Positions: 5 *Legislative Count:* 5

PURPOSE: The Board of Visitors shall have the right to inspect the institution and to make recommendations relative to the management of the institution to the Commissioner of the Department of Mental Health and Mental Retardation. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services. Board Members shall appear before the Committee on Health and Institutional Services upon request.

ORGANIZATION: A five-person Board is appointed by the Governor for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on the Board of Visitors. Members do not receive compensation.

PROGRAM: In FY 85 the Board of Visitors at Pineland Center met regularly with a prepared agenda of items. The Board worked closely with the Superintendent in reviewing client and staffing levels. The members of the Board met with staff members to discuss programs and concerns. Some members of the Board met with the Consumer Advisory Board as well as Legislative Committees. The minutes of the Board and its activities were kept.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision included with those of Pineland Center.

BOARD OF VISITORS — STATE PRISON

JOHN F. CORCORAN, CHAIRPERSON

Central Office: State Office Bldg., Room 400, Augusta *Telephone:* 289-2711
Mail Address: Statehouse Station #111, Augusta, Maine 04333
Established: November 22, 1982
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 450; *Citation:* 34-A M.R.S.A., Sect. 3002
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To visit the Maine State Prison and provide appropriate comment, advice, and recommendations to the Governor, Commissioner, and appropriate legislative committees.

PROGRAM:
Board of Visitors — Maine State Prison
Five Authorized Members
Members: 1984-1985
Chairperson: John F. Corcoran
Richard J. Kelly

Daniel P. McGuirl
Peter Jonitis
Fifth member to be appointed

The current Board of Visitors was appointed in March 1985.

The Board held its first meeting on 29 April 1985, at the Maine State Prison, Thomaston.

Warden Martin Magnusson held an orientation meeting for the Board which was followed by a two hour tour of the facilities. During the visit the Board had an opportunity to talk with staff and inmates.

Following the tour the Board held an organizational meeting to set goals and objectives.

Goals. To study overcrowding, facilities and programs (also space for programs).

Objectives: To determine how goals can be successfully attainable. Each member was assigned an area of study to meet objectives.

At subsequent meetings the above topics were reviewed.

On 7 May 1985, Donald Allen, Commissioner discussed the Budget for the current fiscal year, and overcrowding at Maine State Prison.

On 21 May "The Ehrenkrantz Group" studies of both the "Adult Facilities Improvement Plan" and "Legislative Impact Study" were examined.

The Ehrenkrantz Group presented an Orientation Conference on the "Maine Statewide Correctional System Master Plan."

It was an excellent presentation of the Maine Correctional System problems, the scope of their services, the four phases of the plan, and the work plan schedule.

On 19 June the Board met and discussed the "Master Plan" presented on 30 May by the Ehrenkrantz Group. The Boards recommendations will be presented, in writing at a later date.

The Board will continue to study all reports published by the Ehrenkrantz Group, The Benton Stoughton report on "Staff Employment and Operations — Maine State Prison," and our own studies.

We will continue to visit the Maine State Prison and provide the appropriate authorities with our recommendations.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

BOARD OF VISITORS — MAINE YOUTH CENTER

JOHN ROSSER, CHAIRMAN

Central Office: State Office Bldg., Room 400, Augusta *Telephone:* 289-2711
Mail Address: Statehouse Station #111, Augusta, Maine 04333

Established: October 1982

Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 448; *Citation:* 34-A M.R.S.A., Sect. 3002

Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To monitor program, rights, and administrative issues concerned with the Maine Youth Center; and to report to the Commissioner and appropriate Legislative Committees as well as the Governor's Office.

ORGANIZATION: The Chairman and committee members are appointed by the Governor.

PROGRAM:

1. Visitations to Maine Youth Center.
2. Meetings with appropriate members of the staff as well as residents.
3. Written reports including observations and recommendcations to the Commissioner and

Superintendent.

4. Meetings to review observations and recommendations with the Commissioner, Chief Advocate, and various other representatives of the Department and/or institutions.

The activities listed above refer to the major types of activities during the past year. Interim reports submitted to the Commissioner can provide added details as to the findings of the Board of Visitors.

The Board of Visitors of the Maine Youth Center has conducted a series of visits, meetings, and individual visits as part of its activities during the past year. In general, these activities have resulted in an observation that the Maine Youth Center is a well managed institution, there are no apparent issues related to the disregard for the rights of residents on the part of staff, there is an active and well structured program for the youth assigned to custody, and the administration and staff have been most open and responsive to the inquiries of the Board.

Other issues such as those concerned with the needs of the program, the need to assign an advocate, improved systems of accessing funds for educational, clinical and medical services, enhanced administration of volunteer services, the future of the Maine Youth Center with regard to the findings of the Jail Monitoring Committee, and adequate employment benefits and training for administration and staff, are among those addressed in the Board's written reports. When placed in comparison to other juvenile correctional facilities throughout the country, it would appear that the Maine Youth Center is among the better institutions.

The Board plans to continue its activities, which will include meetings with former and present residents, interested members of the public, and any other individuals who might have knowledge and interest which might provide positive contributions to the work of the group.

At this time, the Board wishes to express its appreciation to Dick Wyse, Superintendent, members of the staff, and Commissioner Donald L. Allen for the very refreshing, open and honest response to our inquiries.

FINANCES, FISCAL YEAR 1985: This unit is not authorized to receive or expend funds.

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

HENRY E. WARREN is a member of NEIWPCC from Maine

Central Office: 607 Boylston Street, Boston, Mass. 02116 *Telephone:* (617) 437-1524
Location: AMHI — Ray Building, Augusta
Mail Address: Statehouse Station #17, Augusta, Maine 04333
Established: 1947 *Sunset Review:* Not Established
Reference: Policy Area: 05; *Umbrella:* 98; *Unit:* 428; *Citation:* 38 M.R.S.A., Sect. 532
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: The New England Interstate Water Pollution Control Commission has three broad functions: (1) the coordination of interstate water pollution control efforts of the New England States and that part of New York affecting New England waters; (2) the education and training of personnel for careers in water pollution control, and (3) public information.

ORGANIZATION: The 80th U.S. Congress, in 1947, passed legislation allowing for the formation of interstate water pollution control agencies. The New England States responded at once. In that same year, Connecticut, Rhode Island, and Massachusetts formed the New England Interstate Water Pollution Control Commission. Shortly after, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing the Commission's new Compact Agreement.

PROGRAM: Maine benefits more than any other member State from one of the key functions

of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Vocational Technical Institute in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

PUBLICATIONS:

The NEIWPCC — A Description
Careers in Wastewater Treatment Technology — New England Regional Wastewater Institute
NEIWPCC Annual Report
The Facts of Life ... or the Birds & Bees of Water
Why Should I Save Water?
Northeast Damage Report of the Long Range Transport And Deposition of Air Pollutants
A Cause for Alarm — Acid Precipitation in the Northeast
MTF — The Training Facility That's Going Places.
Regional Information Clearinghouse & Instructional Resource Center.
Water Connection, quarterly newsletter.
Here lies the Problem — a brochure on underground storage tanks.

ALL FREE

FINANCES, FISCAL YEAR 1985: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. Dues paid through the DEP to the New England Interstate Water Pollution Control Commission were $4,800.

WHITEWATER ADVISORY COMMITTEE

JOHN F. MARSH, CHIEF WARDEN (COLONEL)
CHARLES A. MERRILL, Deputy Chief Warden (Major)

Central Office: 284 State St., Augusta *Telephone:* 289-2766
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: June, 1983 *Sunset Termination Starting by:* June 30, 1986
Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 454; *Citation:* 12 M.R.S.A., Sect. 7369A
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To advise the Department and report to the Legislature on the implementation of the allocation process and other aspects of the operation of the whitewater industry.

ORGANIZATION: The Whitewater Advisory Committee was established by the First Regular Session of the 111th Legislature in 1983.

The Committee is composed of six members who shall have no financial or personal interest in the industry and shall include two members designated by the Governor, two legislative members designated by the President of the Senate and two by the Speaker of the House. Legislative members serve during their legislative term and until their successors are nominated and qualified.

PROGRAM: This committee met twice during fiscal year 1985 to review the results of the 1984 rafting season and to review and approve the format for establishing allocations for 1985, 1986

& 1987.

Also this committee reviewed the annual report of the Whitewater Safety Committee.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife, Bureau of Warden Service.

WHITEWATER SAFETY COMMITTEE

JOHN F. MARSH, CHIEF WARDEN (COLONEL)
CHARLES A. MERRILL, Deputy Chief Warden (Major)

Central Office: 284 State St., Augusta *Telephone:* 289-2766
Mail Address: Statehouse Sta. #41, Augusta, Maine 04333
Established: June, 1983
Reference: Policy Area: 05; *Umbrella:* 92; *Unit:* 453; *Citation:* 12 M.R.S.A., Sect. 7367
Average Count—All Positions: 8 *Legislative Count:* 0

PURPOSE: The Committee shall advise the Commissioner of Inland Fisheries and Wildlife in establishing and reviewing safety requirements for whitewater trips, develop a safety information program and review the safety records of whitewater guides and outfitters. The Committee shall submit a written report annually on each outfitter's safety record to the Whitewater Advisory Committee.

ORGANIZATION: The Whitewater Safety Committee was established by the First Regular Session of the 111th Legislature in 1983. It is composed of 8 members: 2 members of the whitewater guides board designated by the board; 2 commercial whitewater outfitters and 2 whitewater guides designated by the Governor; and 2 members from the general public, one designated by the President of the Senate and one designated by the Speaker of the House of Representatives. Terms shall be staggered so that the term of one member in each category expires each year.

PROGRAM: The committee held many meetings throughout the year discussing such matters as the basic requirements for the licensing of Whitewater guides, the review of safety records of the various companies in the industry and possible regulation changes that would be aimed at public safety.

In addition the committee has taken on as projects the formulation of a monthly safety report and also a review on the possibility of using smaller rafts during periods of low water flows.

FINANCES, FISCAL YEAR 1985: The expenditures of this unit are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife, Bureau of Warden Service.

MAINE COMMISSION FOR WOMEN

CELESTE BRANHAM, CHAIRPERSON
BETSY SWEET, EXECUTIVE DIRECTOR

Central Office: Cleveland Building, Hallowell Complex *Telephone:* 289-3417, 8
Mail Address: Statehouse Sta. #93, Augusta, Maine 04333
Established: 1964 *Sunset Termination Scheduled to Start by:* June 30, 1987
Reference: Policy Area: 03; *Umbrella:* 92; *Unit:* 166; *Citation:* 5 M.R.S.A., Sect. 7021
Average Count—All Positions: 2 *Legislative Count:* 2

PURPOSE: The Commission for Women acts as advocate for Maine women by making recommendations on proposed budgetary, legislative and policy actions to the Governor, Legislature and to officials of State and Federal Government with respect to State and Federal policies, programs and other activities effecting or relating to the women of Maine; researches and educates the general public and private organizations on these same matters; promotes and coordinates activities and programs designed to meet the needs of Maine women; and encourages the appointment of women to governmental elective and appointive positions.

ORGANIZATION: The Maine Commission for Women was originally the Advisory Council on the Status of Women which was created by Executive action in 1964 under the name of Governor's Commission on the Status of Women. It received the name Advisory Council on the Status of Women in a Private and Special Law of 1967, and has been reactivated biennially by the Legislature since that time. Although the Commission was placed within the Department of Human Services by State Government reorganization legislation of 1973, it continued to operate as a quasi-independent agency, serving most directly the Governor and the Legislature. The Commission was again reactivated by Private and Special Law in 1975.

The name of the Council was changed by law in June 1976 to the Maine Commission for Women. Part of the rationale for the name change was to keep the Maine Commission for Women in line with the other state Commissions for Women. There is a National Commission for Women, also, which operates under the Executive Branch of the Federal Government.

The Commission consists of 17 members, consisting of 9 appointed by the Governor, 4 appointed by the President of the Senate, and 4 appointed by the Speaker of the House. The Governor selects a Chairperson and a Vice-Chairperson who serve a one-year term.

PROGRAM: The Maine Commission for Women has adopted the following operational goals:

1) to create ongoing forums and projects which provide information to and about women in Government;
2) to provide leadership for a wide range of women's organizations in the State by: a) acting as a catalyst in bringing women together, b) communicating on a regular basis with representatives from legislative and executive branches; and
3) to supply information to enhance the awareness of private/public administrators thereby encouraging them to make women's economic status a priority in their policy decisions.
4) To increase and improve the level of participation of women in the public policymaking process.

These goals provide a broad framework in which the executive director and the committee structure of the Commission formulate program priorities. The program priorities established for 1984-1986 are domestic violence and economic development for women.

In addition, the Commission provides information and services to groups and individuals both within and outside Maine on matters related to women. The Commission is called upon for data on the status of women in Maine, for job referrals, for references for further information on specific matters, and for resources for workshops and conferences. Co-sponsoring a variety of community discussions, seminars and conferences with other women's organizations throughout the State, the Commission seeks to serve the interests and concerns of Maine women. The Commission is also a member of the New England Region Commissions on Women and works in conjunction with other New England States on the economic issues facing women.

PUBLICATIONS:

Legal Rights of Maine Women, published by Maine Commission for Women. Seventeen chapters in easy to read, question and answer form covering the laws most frequently encountered by or most important to women. Currently being rewritten.

"Inform", a quarterly newsletter, communicates events, legislative actions, policy matters and other State and nationwide issues effecting the status of women.

The Job Search Guide, a workbook to help women sort out and to match their skills and abilities with potential jobs.

The Guide to Doing Business with the State, a pamphlet informing women business owners of the State procurement process.

"Non Traditional Occupation" Brochure — A poster/brochure depicting some NTO's, relating women's experiences in NTO's and encouraging women to explore on NTO when making career choices.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE COMMISSION FOR WOMEN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	33,472	33,472				
Health Benefits	1,808	1,808				
Retirement	6,199	6,199				
Other Fringe Benefits	141	141				
Computer Services—State	2,460	2,460				
Other Contractual Service	24,125	19,805	395		3,925	
Commodities	2,004	1,925	79		2	
Transfers to Other Funds	73		71		2	
TOTAL EXPENDITURES	70,282	65,810	545		3,927	

WORKERS' COMPENSATION COMMISSION

CHARLES D. DEVOE, CHAIRMAN
JOHN J. JOLICOEUR, Director of Administrative Services

Central Office: Deering Bldg., Augusta; *Floor:* 1 *Telephone:* 289-3751
Mail Address: Statehouse Sta. #27, Augusta, Maine 04333
District Offices:
106 Hogan Road, Bangor, Maine 04401 Telephone: 941-4550
One Vaughn Place, Caribou, Maine 04736 Telephone: 498-6428
377 Main Street, Lewiston, Maine 04240 Telephone: 783-5300
85 Preble Street, Portland, Maine 04101 Telephone: 879-4840

Established: 1916 *Sunset Termination Scheduled to Start by:* June 30, 1987

Reference: Policy Area: 01; *Umbrella:* 90; *Unit:* 351; *Citation:* 39 M.R.S.A., Sect. 91

Average Count—All Positions: 55 *Legislative Count:* 57

PURPOSE: The purpose and objectives of the Workers' Compensation Commission are to safeguard the interests of the injured worker in the State of Maine through efficient administration of the Workers' Compensation Act and Occupational Disease Law. The Commission is responsible for general administration of the State Workers' Compensation Act and Occupational Disease Law, with powers to make rules and regulations consistent with the Act and other laws of the State, and to prescribe forms and make suitable orders as to procedure, adapted to secure a speedy, efficient and inexpensive disposition of all proceedings. In interpreting the Act, the Commission is directed to construe it liberally with a view to carrying out its general purpose

and objectives.

ORGANIZATION: The former Industrial Accident Commission, established in 1916, originally consisted of three members, including the Commissioners of Insurance and Labor and Industry, ex officio. Effective July 6, 1978, the Legislature changed the Commission's name to Workers' Compensation Commission. The present Commission consists of nine members appointed by the Governor. Said appointments are reviewed by the Joint Standing Committee on Judiciary, and confirmed by the Legislature, for terms of four years, except the chairman, who is appointed for a term of five years. The nine appointed members must be lawyers and members in good standing of the Maine Bar. The Commission appoints a director of administrative services and full or part-time court reporters and such clerical assistance as necessary.

In 1981, the Legislature created the Appellate Division to hear appeals from Commission decisions. Since its creation on September 18, 1981, the Division has held 15 Appellate terms and has issued opinions on 393 cases.

Effective January 1, 1984, the Legislature created an Early Pay System designed to attempt to resolve controverted cases in order to decrease the number of formal hearings, to have benefits paid to deserving injured workers quicker, and to decrease attorney involvement. An informal conference procedure was enacted along with the creation of four district offices manned by Employee Assistants and additional clerical support.

The Commission is still in the process of implementing a computer system in order to automate data, produce needed statistics and reports, and to improve its overall efficiency.

PROGRAM: In FY 83, the total number of First Reports of Injury filed was 46,696. In FY 84 they numbered 54,911, and in FY 85, First Reports amounted to 65,810. Agreements to pay compensation are no longer being recorded in this report because they have technically been replaced with enactment of the Early Pay System. The total number of petitions filed in FY 83 was 6,813. FY 84 they numbered 6,569, and in FY 85, petitions amounted to 5,581. The total number of hearings held in FY 83 was 9,376. In FY 84, a total of 9,336 hearings were held, and 10,377 hearings were held in FY 85.

Next year's report should contain information on the Early Pay System, such as the number of Memoranda of Payments received and the number of Notices of Controversy filed with the Commission.

The balance of the Second Injury Fund as of June 30, 1985 was $383,712.39.

The following figures should be of interest with respect to Workers' Compensation payment records and contributions to the State's General Fund:

Year	Net Workers' Compensation Premiums Written	Premium Tax Paid to General Fund	Direct Losses Paid
1964	$ 5,617,718	$ 110,860	$ 3,228,825
1974	30,231,804	592,653	14,305,953
1975	40,491,927	796,644	17,077,067
1976	45,890,018	903,040	21,773,674
1977	52,032,345	1,024,153	28,935,078
1978	66,246,000	1,294,550	38,694,000
1979	85,698,496	1,680,839	55,442,420
1980	98,930,344	1,941,259	65,151,004
1981	115,353,852	2,271,093	85,060,585
1982	124,262,683	2,451,954	90,698,465
1983	143,354,547	2,840,537	109,492,213
*1984	158,895,000	3,154,000	127,747,000

*Please note that there is a 10% increase between 1983 and 1984 in the amount of net workers' compensation premiums written and in the amount of the premium tax paid to the General Fund. Also, please not that there is a 16% increase in the amount of direct losses paid in this same time period.

LICENSES, PERMITS, ETC.

Permission to self-insure as an individual and permission to self-insure as a group was transferred to the Bureau of Insurance, Department of Business Regulations, effective July 3,

1980, per Chapter 577, P.L. 1979.

PUBLICATIONS:

The *Maine Workers' Compensation Practice and Procedure* handbook is available for purchase from Tower Publishing Company in Portland. Interested persons should contact the publisher for the cost of this publication which contains the Workers' Compensation Act, decisions of the Appellate Division, rules and regulations, and forms.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WORKERS' COMPENSATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	1,195,265	1,195,265				
Health Benefits	59,026	59,026				
Retirement	269,450	269,450				
Other Fringe Benefits	5,416	5,416				
Computer Services—State	805	805				
Other Contractual Service	293,640	293,640				
Rents	29,226	29,226				
Commodities	29,837	29,837				
Grants—Subsidies—Pensions	4,998	4,998				
Equipment	36,445	36,445				
TOTAL EXPENDITURES	1,924,108	1,924,108				

COMMISSION TO STUDY WORKERS' COMPENSATION INSURANCE

JOHN E. MENARIO
ROBERT S. HOWE, Staff Member

Central Office: 482 Congress St., Portland *Telephone:* 775-2131
Mail Address: 482 Congress St., Suite 501, Portland, Maine 04101
Sunset Termination Starting by: December 31, 1984
Reference: Policy Area: 01; *Umbrella:* 92; *Unit:* 455; *Citation:* P.L. 1983, Chap. 479
Average Count—All Positions: 0 *Legislative Count:* 0

PURPOSE: To evaluate the impact of insurance reserving practices, return on investments and profitability on workers' compensation ratemaking, and to review and evaluate structural alternatives for the delivery of workers' compensation insurance, such as state funds.

ORGANIZATION: Three voting members: one business, one labor and one neutral public member acting as chairman, and a non-voting advisory member representing the Department of Business Regulation.

PROGRAM: The bulk of the Commission's $100,000 was expended on a consulting actuary. The Commission met approximately 15 times and invited testimony from representatives of business and industry, labor, the insurance industry and insurance regulators. It looked in depth at regulation of workers' compensation insurance in New York, Ohio, Michigan and Illinois, and reviewed data from several other states. The findings and recommendations of the Com-

mission were based upon such testimony, as well as written submissions and the research of the consulting actuary. The activity of the commission was completed by December 31, 1984.

PUBLICATIONS:

"Findings and Recommendations of the Special Study Commission on Workers' Compensation Insurance," (copies on file at State Law Library.)

"Maine Workers' Compensation Report to Special Study Commission," Tillinghast Nelson and Warren, consulting actuary. Available for on-location use at Department of Business Regulation.

FINANCES, FISCAL YEAR 1985: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION TO STUDY WORKERS COMPENSATION INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds	Highway Fund	Federal Funds	Misc. Funds
EXPENDITURES						
Salaries and Wages	450	450				
Other Contractual Service	21,282	21,282				
Commodities	79	79				
TOTAL EXPENDITURES	21,811	21,811				

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Administrative Services Division (Audit) 66
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Advisory Committee on World Trade, Governor's xxii
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Advisory Committee, Rail Transportation Policy Dev. 337
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Advisory Council (to Marine Resources) 576
Advisory Council, Mental Health 605
Advisory Council, State (Labor) 511
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